



Simplify your **EDI**

User Manual

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1. Getting started



1.1. Set Internet Explorer

To connect to eCar **eCar®**, you should use the browser **Internet Explorer** version 8 or 9 **only**.



If your current version is inferior to version 8, download and install according to Windows:

- Windows XP <http://www.microsoft.com/downloads/InternetExplorer/XP>
- Windows Vista <http://www.microsoft.com/downloads/InternetExplorer/Vista>
- Windows Seven <http://www.microsoft.com/downloads/InternetExplorer/Seven>

Configure Internet Explorer as follows:


- Log on to <https://services-edi.net/v2>
- Click on Tools, then Internet Options
 - In **General** tab:
 - In History, then **Settings**, check the first choice, then click **Ok** ;
 - In History, click on **Delete**, select « Internet temporary files » and « History », then click on **Delete**.
 - In **Advanced** tab:
 - Uncheck boxes "Use HTTP 1.1" and "Use HTTP 1.1 through proxy connections"
- Once the operation is completed, click on **Ok**, then close all windows and run Internet Explorer again.

1.2. Connect to eCar®

- Start Internet Explorer (version 8 at least, to know about your version, click on **Help**  then « About Internet Explorer ») ;
- Enter in the address area of Internet Explorer :  <https://services-edi.net/v2>.
- Select the desired language ;
- Enter the user name and password given by email ;
- Click on Connection.

1.3. Use eCar®

In order to ensure a problem-free use of **eCar®**, be sure to follow these recommendations:

- Use version 8 or 9 of Internet Explorer ;
- Do not use **Previous** (Back) and **Next** (Forward) buttons of the browser. Use the functions of **eCar®** application in order to point from one page to another ;
- Pages must be entirely loaded before clicking on a link or on a button ;
- Use the menu button **Exit** to quit the application ;
- Acrobat Reader must be previously installed on your PC for printing ( <http://www.adobe.com/fr/>).

You can get help at any time regarding your current action through the button **Help** menu of the application.

2. Home

Home page allows you to select the Partner with whom you want to work, and consult informations such as what is new in the application, number of new messages received or even the number of available credit units on your account.

2.1. Select a partner

Select your partner using the **Partner** dropdown list on the right side of the screen.

2.2. Take note of the number of messages received

When you receive a message from a Partner, an email alert is sent to you – to email address previously informed in **Repository>User**.

The right side of the screen displays the number and type of message received that have not been read yet.

2.3. Get information on the account: credit level

The remaining units available are always displayed on home page. However you can also see those in **Administration>Your account** to know the scratch-date.

An alert message showing the level of remaining units available is displayed on home page when your account is close to be unitless, or if your subscription validity period comes to scratch-date. Then consider renewing your subscription of use.

2.4. Get information on the application

New features of the application are described as they are set up in front of the **News**, on the left side of the home page screen.

2.5. Display a form

Once you have selected your Partner, the entire menu is displayed. Then you can click on the chosen wording in the menu to access the different screens.

2.6. Change the language

You can change the language from the menu **Administration>Language** and choose among options: French, English, German, Spanish, Italian, Russian and Romanian.

Caution: when you change the language during a data entry, be careful to save your work before. Otherwise your data will be lost.

2.7. Exit eCar®

Remark: click on **Exit** to quit the application. If you quit the application by closing your browser, your session will not be closed and **eCar®** will display this message at the reconnection attempt « You are already connected to the application. Do you want to disconnect your previous session? ».

3. General rules of use

3.1. Run through eCar®

Move from one page to another

The main menu allows you to view a selected page and move from one function to another.

The same function can have multiple pages. In this case, browsing is done by clicking on proposed titles and buttons available thanks to the tab, for ex:

- Access the Detail from the Header page,
- Access the Header from the Detail page.



Move from one table to another

Click on the buttons:



3.2. Display online help


Recommendation: use online help to get familiar with the application.

Each page/form has a specific online help page that gives you all the explanations to know the use and information required in the exact page where you are.

- Click on **Help** in the menu.


3.3. Printout a document

To print a document – Delivery Schedule, Call off Delivery, Despatch Advice, Invoice, Labels, Picking List:

- Click on the  **Printout** button;
- The document is downloaded by the automatic execution of Acrobat Reader, to be preinstalled on your PC;
- The document is displayed. To print click in the menu **File>Printout**. You can also save the document in a Directory of your PC.

3.4. Download a message

To download informations in a message:

- Click on the button  **Download**;
- The document is downloaded;
- The file is displayed. You can also save the document in a Directory of your PC.

4. Repository

The Repository is the representation of the database that stores all the information to be managed. Necessary for the proper use of the application.

Remark: the Repository>Article is updated automatically from all information contained in Delivery Instruction, sent by your partner. It is useless to set the Repository>Article with new article code but it's better to wait until they are implemented automatically.

4.1. User


Definition: eCar® can assign different rights on the use of the application to users based on their responsibilities.

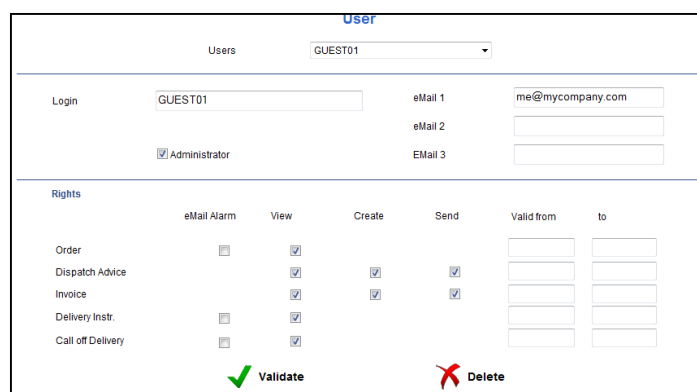
For example, you can authorize an user only to consult the Delivery Instruction sent by your Partner, and another user only to create and send a Despatch Advice.



You have unlimited number of creation of user login. However, you cannot be connected with over 4 users login simultaneously.

When creating your eCar account, you will receive by email the Administrator Login and Password. An Administrator Login has all the rights. Meaning that you can update and modify information content of the Repository. At least one administrator login per eCar account is needed.

4.1.1. Authorize a new user


- Through dropdown **Users** list, select **New**;
- Enter the **Login** name;
- Enter corresponding **Email** address, up to 3 per user login. An email alert will be sent to these address at each Inbound message of your Partner;
- By check box, the Administrator gives **Rights** on the application to this user login;
- For example, if you want to allow a user login to create a Despatch Advice, check the box of the line **Dispatch Advice**/column **Create**;
- You can also assign Rights over a fixed period by informing dates in **Valid from** and **to** using format YYYY/MM/DD. If these dates are not filled out, the Rights will have permanent validity;
- Click on  **Validate**.



User						
Users GUEST01						
Login	GUEST01		eMail 1	me@mycompany.com		
			eMail 2			
<input checked="" type="checkbox"/> Administrator			eMail 3			
Rights						
	eMail Alarm	View	Create	Send	Valid from	to
Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Dispatch Advice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Invoice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Delivery Instr.	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Call off Delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<div>  Validate  Delete </div>						

Picture 1. Repository user

4.1.2. Update an user's rights

- Through dropdown **Users** list, select the concerned user **Login**;
- Update the information;
- Click on  **Validate**.

4.2. Organization

Definition: an organization is a structure or a company with a role in business transaction managed by eCar®: Seller, Consignor, Buyer, Consignee, Beneficiary, Invoicee, Carrier, etc.

Remark: the information regarding your customer (Buyer, Consignee site, Invoicee) and those of your company (Seller or Consignor) are preset by TENOR in eCar® in order to avoid you a collect of information and guarantee you a high quality of these informations. Usually you cannot change those information details, if you need an update, contact TENOR.

The Repository>Organization lists all entity that may be involved in transactions managed by eCar®. To get more information, click on the line for the organization to consult.

4.2.1. Consult information about an organization

Click on **Repository>Organization**.

The list of organization is displayed:


- Click on the line for the organization to consult;
- A window displays corresponding detailed information.

Consult the place of discharge of a Consignee site

- Click on Place of discharge in the *Consignee* form.


4.2.2. Create a new organization

Remark: you can only create a new organization if the button **New** (available right on the organization) is displayed for this type of organization.

- Click on **New**;
- The entry screen is displayed;
- Enter or select through dropdown list the information in the appropriate fields. The nature and the format required are in the online help;
- Click on  **Validate**.


4.2.3. Cancel an organisation

Remark: you cannot cancel the informations of your Buyer, Consignee site, Invoicee.

- Click on the line for the organization to cancel;
- The window form with the informations of the organization is displayed;
- Click on  **Cancel**.

4.2.4. Update information about an organization


Caution: some information from certain organization cannot be updated. If you still want to do, contact TENOR.

- Click on the line for the organization to update;
- Update the informations. The nature and the format of the informations are in the online help;
- Click on  **Validate**.

4.3. Article

Remark: the Repository>Article is updated automatically from all the informations contained in the Delivery Schedule and Call off Delivery, sent by your partner. Only certain informations are not contained in the messages and must be entered or updated in the **Repository>Article**.

For example, the Gross Weight, needed to print labels and the unit price, necessary for the calculation of the bill, must be entered by you.

To research an article through the Article List, inform the input area **Search Buyer's Nr** or **Search description** then click on .

Caution: an article is always defined by its reference and (not et) its Order Number.

4.3.1. Consult more detail information of an article

In the menu, click on **Repository>Article**. The Article list is displayed.

Remark: you can sort the Article list according to the criterias **Buyer's Nr.**, **Description**, **Supplier's Nr.** or **Order Nr.**

Remark for EAN users: you can sort the Article list according to the criterias **GTIN Article**, **Article Description** or **Type Logistics**.

- In Article list, click on the line for the article you want to consult detailed information.

The form with detailed information is displayed.

4.3.2. Create a new article

- In Article list, click on  **New Article**.





The entry screen to create a new article is displayed. You will find the nature and the format of the informations in the online help.

4.3.3. Modify an article

Caution: although most information is updated automatically when receiving messages from your partner, you must complete this information.


- Click anywhere on the article line

The entry screen of detailed information of the article selected is displayed. The Article form consists of 4 areas:



-  **Article** : Buyer's ref, Order Nr, Order date, Number (Supplier's ref.), Description;
-  **Price** : Unit price, Currency, VAT/Country applicable, Unit Price Basis (hundredth, number of decimal);
-  **Packaging**: Pack Type, Qty/Package;
-  **Misc** : Net weight, Gross weight, Weight Unit, Country of Origin, Engineering change number and Modification date.

Update the Order Nr

To allocate an order number to an article (considering that Order Nr is normally mentioned in message received, consequently automatically updated in same manner upon receipt of messages).


- Select Order Nr through drop-down list **Order Nr**;
- Click on  **Validate**.

Create a new Order Nr

- Click on  **Order**;
- Select **New** in the drop-down list **Order Number**;
- Inform the number and order date for this article;
- Click on  **Validate**.

Update the price

Caution: it is mandatory to inform the price of an article before issuing an invoice. The price must corresponds to the article price of the order number entered in the field **Order Nr**.

- Enter the price of the article in the field **Unit Price**;
- Select the currency using the drop-down list **Currency**;
- Select the VAT rate using the drop-down list **VAT / Country**;
- Enter the unit price basis (hundredth) in the field **Unit Price Basis**;
- Select the measure unit of the unit price basis using the drop-down list **Measure Unit**;
- Click on  **Validate**.

Create, update or delete a VAT rate

- Click on the button  **VAT rate**.

Update a packaging

Caution the Pack Type appears in the Call off Delivery messages. You need to use the Pack Type priority requested.


To create, update or delete a Pack Type, use the form **Repository>Packaging**.

Allocate a Pack Type to an article


Remark: multiple Pack Type can be allocated to an article.

With drop-down list **Pack Type**, select the corresponding Pack Type.

If Pack Type is not listed, select **Add Link**.


- **Packaging** window is displayed ;
- Select with the drop-down list **Packaging List** the Pack Type you want to allocate to an article;
- Check the **Main** box, if the Pack Type is the one that is mentionned by the logistic protocol or if you inform just single Pack Type;
- Enter the quantity per package in the field **Qty/Package**;
- Click on  **Validate**.

Delete a Pack Type of an article

- Select with the drop-down list **Pack Type** the one you want to delete for this article;
- Click on  Delete the Pack Type.

Remark: an article cannot be deleted while being currently in delivery process or invoicing process.

Allocate the C40 Label to an article

- Check the box **C40 Label**, this function being valid only if labels are already set in ETI9 format in the **Repository>ETI9 setup** for this partner;
- Click on  **Validate**.

Remark: at the time of dispatch of this article, C40 Label will be automatically generated in the PU Label pdf file, except if other articles of the delivery do not have this specificity. If so, check the box **C40 label** in the Detail page of your Despatch Advice.

Update the weight

Caution: it is mandatory to inform the Gross Weight of an article to be able to print corresponding labels.

- Enter the Net weight in the **Net weight** field [weight of one article] and the Gross weight in the **Gross weight** field, the calculation rule being [Net weight + (weight of the empty packaging : Qty per package)] = Gross weight;
- Select the weight unit using the drop-down list **Weight Unit**;
- Click on **✓ Validate**.

Add a symbol on the labels

Caution: when you set a symbol, the chosen symbol also updates the article for all other Order Nr related with this article number.

Different symbols may be added on the labels:

- **Symbol « AQP »:** Quality Control;
- **Symbol « S »:** Security part;
- **Symbol « R »:** Regulated part.

To the buyer's demand, a symbol for Security part or Reserve parts can be added in the form of graphic printed symbol.



Picture 2. Symbol for Security parts

- Check the box **S** in **Logos**;
- Click on **✓ Validate**.



Picture 3. Symbol for Regulated parts

- Check the box **R** in **Logos**;
- Click on **✓ Validate**.

It belongs to the supplier to create labels complying to its specifications. There is monitoring equipment allowing to comply thanks to the symbol « AQP ».

AQP

Picture 4. Symbol for Quality Control insurance

- Check the box **Quality control**;
- Click on **✓ Validate**.

Caution: the acronym AQP can not be added to the ETI9 format labels. Available on ETI1 format only.







4.3.4. Modify an EAN article

Caution: this paragraph concerns **the users of retail industry**.

Although the major part of the information is updated automatically by the message received from your partner, updates may be necessary.



- Click anywhere on the article line

The entry screen of detailed information of the article selected is displayed. The Article form consists of 6 areas:

-  **Article:** Article GTIN, Description, Pack (packaging);
-  **Anonymous Packaging type:** Packaging Type, Quantity, Unit;
-  **Price:** Order Nr, Unit price, Currency, Unit Price Basis, Measure Unit, VAT rate applicable/Country;
-  **Packaging (Sons):** Article GTIN, Quantity, unit;
-  **Despatch Logistics (Fathers):** GTIN, Quantity, unit;
-  **Misc :** Net weight, Gross weight, Weight Unit, Country of Origin.

To update the Packaging

To allocate a Pack Type to an article (the Pack Type appears normally in the content of the message received from your partner and is automatically updated when receiving messages).




- Click on the Pack. button ;
- Select the Pack Type using the drop-down list **Packaging Type**;
- Click on  Validate.

To create a new Packaging Type

Caution: the LU type appears in Order messages. You need to use the LU type priority requested.

To create, update or print a LU type, use the form **Repository>LU Type**.


To change the Anonymous Packaging type, Packaging (Sons), Despatch Logistics (Fathers)

- Click on  **Add**;
- Fill out the displayed fields;
- Click on  Validate;
- If needed, click on  **Delete** at the end of (the) line to delete.

To update the price, weight or to create, update or delete a VAT rate

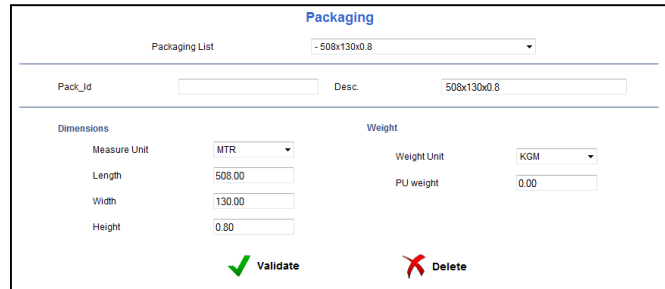
Report to previous informations in [4.3.3. Modify an article](#).

4.3.5. Remove an article

- Click on the article line to remove;
- The form with detailed information of the article is displayed;
- Click on  **Delete**.

4.4. Packaging

A pack unit (PU) can be a single unit (cardboard waisted pack) or a standard reusable box (container, metal or plastic folding packaging).



Picture 5. Repository/Packaging

4.4.1. Create a Packaging Type

- Click on **New** in the drop-down list **Packaging List**;
- The entry screen is displayed;
- Enter or select with drop-down lists the informations in appropriate fields: Pack_Id, Description, Dimensions and Weight;
- Click on **✓ Validate**.

4.4.2. Modify a Packaging Type

- Select a Packaging in the drop-down list **Packaging List**;
- The entry screen displayed the informations of the Packaging;
- Modify the appropriate fields;
- Click on **✓ Validate**.

4.4.3. Remove a Packaging Type

- Select a Packaging in the drop-down list **Packaging List**;
- The entry screen displayed the informations of the Packaging;
- Click on **✗ Delete**.

4.4.4. Create, modify, remove a HU Type

A HU Type (Hand Unit) is a pallet load delivered by the supplier to the carrier and shipped to the customer.

Caution: the **Repository>HU Type** is not always available. This depends on the partner's profil selected on the Home page.

The creation, modification and deletion of a HU Type follows the same process as the PU Type.

4.4.5. Create, modify, remove an EAN LU/DU Type

This part concerns the **users of the retail industry**. A LU Type (Logistic Unit) could be a unitary packaging or a standard reusable packaging. A DU Type (Despatch Unit) is a pallet load delivered by the supplier to the carrier and shipped to the customer.

Caution: The **Repository>DU Type** is not always available. This depends on the partner's profil selected on the Home page.

The creation, modification, deletion of LU and DU Types follows the same process as the PU/HU Types.

4.5. ETI9 setup

Definition: eCar integrates the identification of the articles according to GALIA Odette standards, thanks to logistic labels ETI1 and ETI9. Consequently, all references delivered to the customers will be identified by the PU and HU with the help of a printed label following one of those standards.

ETI9 setup

When a box is unchecked, the ETI1 standard is used for labels printing.

	Consignee	ETI9 PU <input type="checkbox"/>	ETI9 HU Label <input type="checkbox"/>	ETI9 SHU <input type="checkbox"/>
Site PSA 1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site PSA 2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Validate

Picture 6. Repository: ETI9 setup






Caution: the ET11 and ET19 labels must be used according to the customer's specifications. However, Besides, other label formats exist (NISSAN, VDA,...) that are not available on eCar®.

The configuration of the labels must be set up for each partner if you use ETI9. As default, the labels will be available in ETI1 for all your partners.

4.5.1. ETI9 setup



To configure ETI9 format for PU, HU, SHU labels, check the box above corresponding column. All Consignee sites will consequently be selected for this partner.

Then click on **Validate.**

DESIGN (R)		P-CA TREMERY		P-NTS TECHNODATA		P-5DK1		REF DESK		REVIFA ST OVEN	
CODE P-IDE				P-QUANT (T)		07B					
CODE P-QUANT (T)		9652435880		P-NAME		14 KGM		QUANT (C)		1000	
				P-PRICE		12 KGM					
				P-OR		D110831					
N-ETQ (C)		410567		N-		1		L-NAME		GOLLION ENDUC	
				REF-FOURNISSEUR (C)		PP333					
				N-LOT				N-DE		JANU F	
N-DATE (C)				CODE (C)		813921					

Picture 7. ETI9 (210 x 74 mm)

Remark: you have the possibility to print C40 label when you are in Detail page of your Despatch Advice. Just check the box **C40 Label** to generate the ETI9 format dedicated to box C40.

9652435880 		FORME DESTINATION 07B	
NO RESOLUTION (G) 410569 		CODE ROUTAGE 0110831	QUANTITE (Q) 1000 
GOUJON ENDUC 81392U 		COORDON (C) 	

Picture 8. Complement to ETI9 for box C40 (210 x 40 mm).

4.5.2. ETI1 setup

As default, ETI1 label is generated. To check this configuration, go in **Repository>ETI9 setup** and check that all boxes are unchecked.

Then click on **✓Validate**.



Destinataire CITROEN RENNES 35131 CHARTRES DE BRETA.		Lieu de livraison 891A5S	
N° document		Adresse expéditeur 2Z205514	
N° produit (P) 9563244580		Adresse destinataire VALEO TH NOGENT LE ROTROU	
Quantité (Q) 12		Poids net 190	Nb. boîtes
Fournisseur (V) 13646H	Produit ACV N22 C G		
N° étiquette (S) 72232	Rét. fournisseur (303) 254467N0		
VALEO TH 28400 NOGENT FRANCE		Date D900612 M04	
		N° lot (R) AQP	
Odette Ver 1 Rev.4			

Picture 9. ETI1 (210 x 148 mm)

Remark: the Place of Discharge (mandatory data) is at the top right corner of the « Consignee » area. The Place of Destination (facultative data, except if it is informed in the delivery instruction) is in the « Place of Destination » area. Here, the Place of Discharge is « 891A5S » and the Place of Destination is « 2Z205514 ».

4.5.3. EAN label setup

This configuration is not required to generate EAN label. The system generates automatically EAN labels if your partner is in EAN mode. Those labels have been validated by the standards organization GS1.


Consignor SOLE MIO SAS ZA DU GUMAND 26120 MALISSARD		Consignee CASINO MONTELMAR B.P. 12 Z.I. DU Gournier 26201 MONTELMAR	
SSCC 327364000000000041			
GTIN 32736400000038		COUNT 10	
Batch Number		Prod Date	
 (02)32736400000038(37)10			
 (00)327364000000000041			

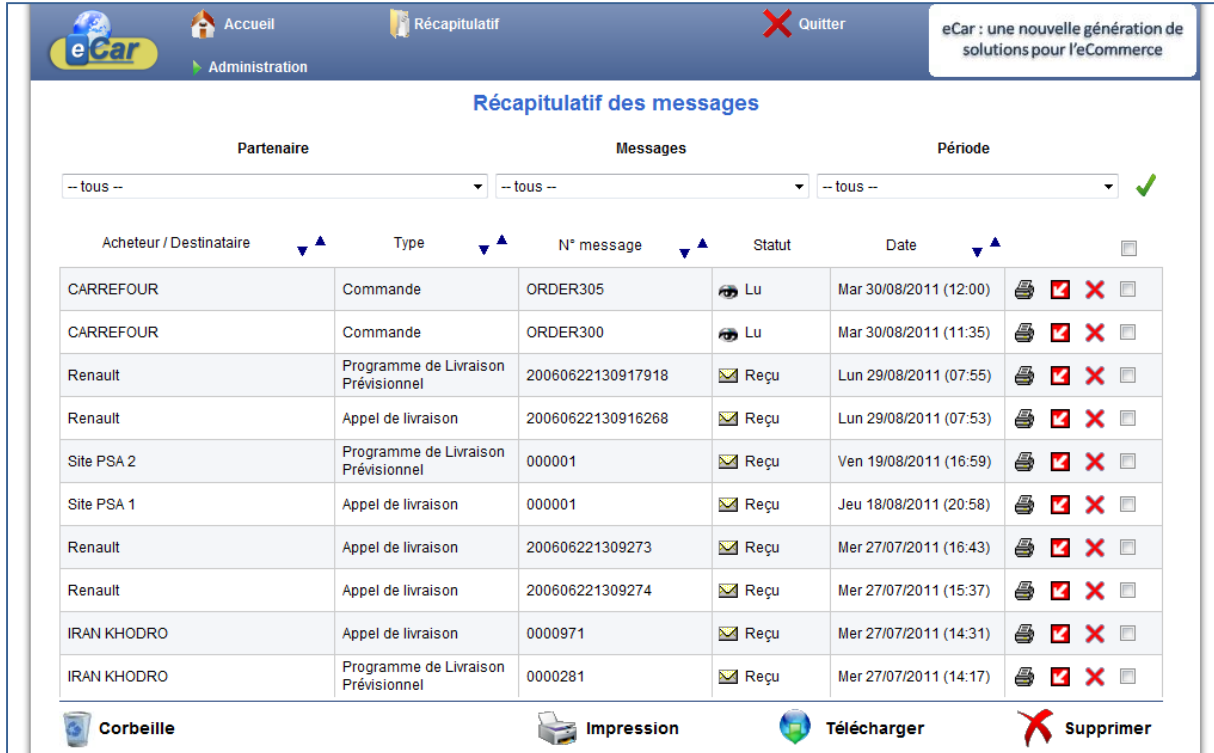
Picture 10. GS1 label (125 mm x 150 mm)

When your partner has the EAN mode, the menu **Repository>ETI9 setup** is not taken in account. These are the EAN labels that will always be generated.

5. Messages summary

Message summary allows to view the list of inbound and outbound messages.

Choose with drop-down list the selection criterias, then click on  at the end of the titles line.



The screenshot shows the 'Récapitulatif des messages' (Messages Summary) page. At the top, there is a navigation bar with 'Accueil', 'Administration', 'Récapitulatif', and 'Quitter'. A banner on the right says 'eCar : une nouvelle génération de solutions pour l'eCommerce'. Below the navigation bar, there are three dropdown menus for 'Partenaire' (set to '-- tous --'), 'Messages' (set to '-- tous --'), and 'Période' (set to '-- tous --'). A green checkmark icon is at the end of the 'Période' dropdown. Below these are columns for 'Acheteur / Destinataire', 'Type', 'N° message', 'Statut', and 'Date'. The table lists 10 messages from various partners like CARREFOUR, Renault, and IRAN KHODRO. Each row includes icons for 'Lu' (read), 'Reçu' (received), and 'Imprimé' (printed). At the bottom, there are buttons for 'Corbeille', 'Impression', 'Télécharger', and 'Supprimer'.

Acheteur / Destinataire	Type	N° message	Statut	Date
CARREFOUR	Commande	ORDER305	Lu	Mar 30/08/2011 (12:00)
CARREFOUR	Commande	ORDER300	Lu	Mar 30/08/2011 (11:35)
Renault	Programme de Livraison Prévisionnel	20060622130917918	Reçu	Lun 29/08/2011 (07:55)
Renault	Appel de livraison	20060622130916268	Reçu	Lun 29/08/2011 (07:53)
Site PSA 2	Programme de Livraison Prévisionnel	000001	Reçu	Ven 19/08/2011 (16:59)
Site PSA 1	Appel de livraison	000001	Reçu	Jeu 18/08/2011 (20:58)
Renault	Appel de livraison	200606221309273	Reçu	Mer 27/07/2011 (16:43)
Renault	Appel de livraison	200606221309274	Reçu	Mer 27/07/2011 (15:37)
IRAN KHODRO	Appel de livraison	0000971	Reçu	Mer 27/07/2011 (14:31)
IRAN KHODRO	Programme de Livraison Prévisionnel	0000281	Reçu	Mer 27/07/2011 (14:17)






Picture 11. Summary of messages

The list is displayed as a table. The absence of table displayed means that there is no message in the application regarding the selected criterias.




5.1. Know the messages status and their features

Various icons may appear in the Summary or in the forms. Some are related to the status of the messages, some others correspond to different available features.

The status of the messages are represented by:

-  **Received:** message received, not yet read;
-  **Read:** message read, already consulted;
-  **In process:** message on which you are working on, and that is not yet sent (a message that is *In process* status can be changed before being sent);
-  **Sent:** message sent to your partner, can not be modified;
-  **Invoiced:** Despatch Advice message which has been invoiced.

The features available are represented by:

-  **Printout:** generating of a pdf file of the corresponding message;
-  **Download:** export of an XML file or other type of specific file (consult TENOR to download a specific file);
-  **Delete:** put in the trash the corresponding message.

Those three features may be applicated on several messages at a time by checking the corresponding boxes at the end of the message line, then click on proposed functions at bottom right of the page. In general, a zip file which you can download is generated.

5.2. Display Acknowledgment of messages sent

You can view the Acknowledgment of your messages sent to your partner. To use this function, if it is available:

- Click on See acknowledgments.

The status change from  **Sent** to become  **Acknowledged**.

Remark: the Acknowledgments are currently available only with some partners.


5.3. Consult the message content

Click anywhere on the line corresponding to the message you want to view. eCar® displays the corresponding form containing message information.

Remark: when you consult a message received on your account, the date displayed in the Summary corresponds to the date which is configurated in *Administration>Preferences>Miscellaneous* (reception date or display message date, status). For message sent, the date is always the sending date.

5.4. Put a message in the Trash bin

eCar® keeps in its database all your messages at least for 6 months. In order to avoid displaying many messages in the Summary list, you can put your messages in the trash. Messages will not be destroyed but remain available if you want to consult and edit later on.

Click on the button  **Delete** corresponding to the line of the message to put into the trash bin.

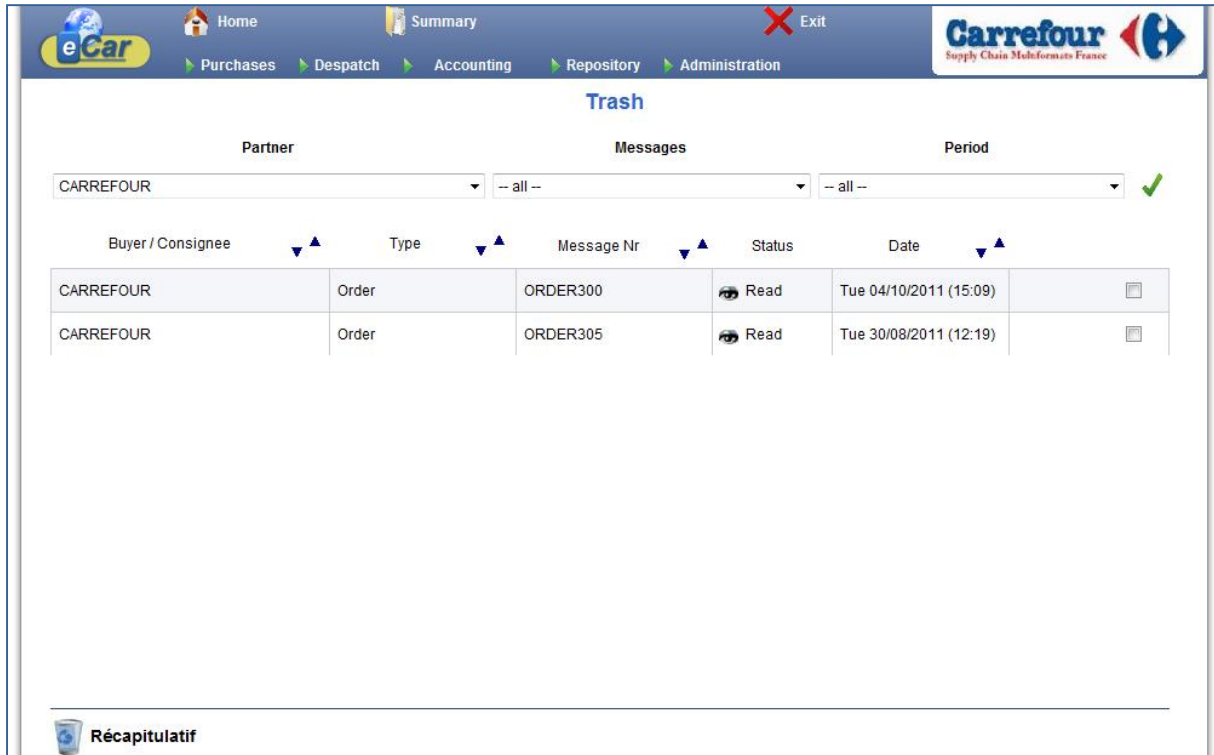
Remark: you can put in the trash bin the messages that you no longer want. These are stored into the trash bin.

Caution: as default, messages are put in the trash passed 50 days. If needed, you can change this period value in the form *Administration>Preferences* and indicate by indicating in appropriate boxes the number of days from which you want your messages to be in the trash bin.

You can use the box « *All check/uncheck* » in top right for your selection.

5.5. Restore a message from the Trash

To restore a message from the trash, click on  **Trash** bottom left of the **Summary** page. (See previous picture).



Buyer / Consignee	Type	Message Nr	Status	Date
CARREFOUR	Order	ORDER300	Read	Tue 04/10/2011 (15:09)
CARREFOUR	Order	ORDER305	Read	Tue 30/08/2011 (12:19)

Picture 12. Trash

Click on the line of the message to restore. It is restored in the Summary list.

This function may be applied on several messages at a time by checking corresponding boxes at the end of the line. To go back to the **Summary** of messages, click on bottom left of the page.

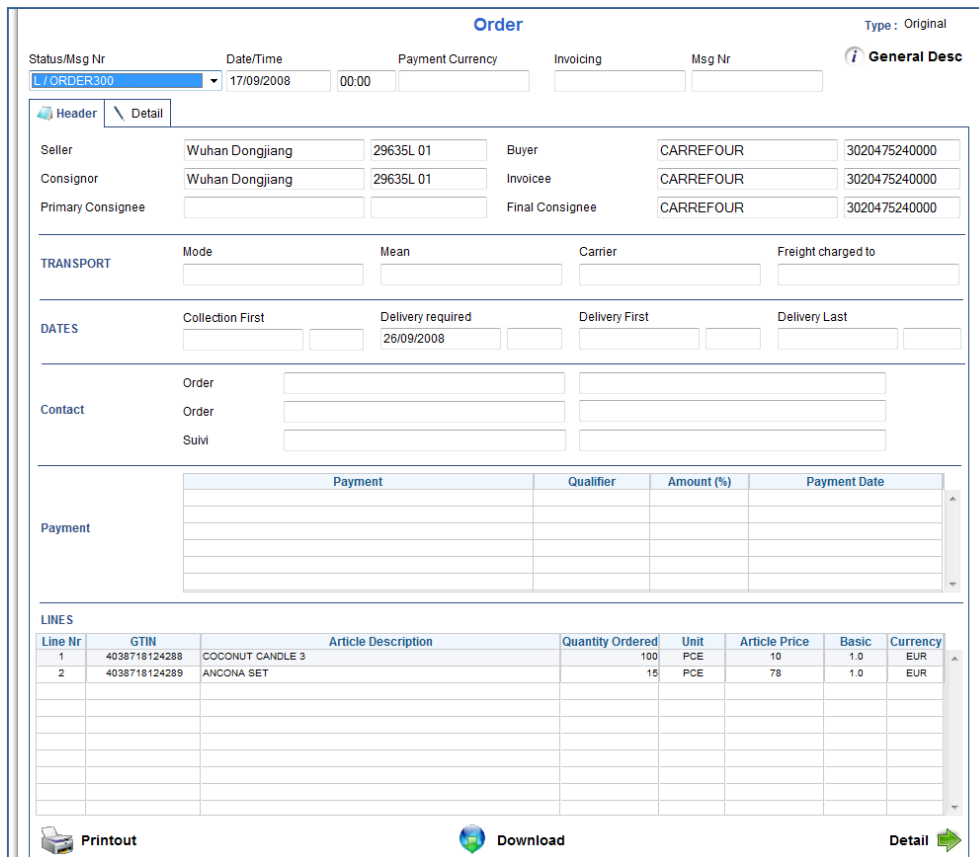
5.6. Consult a message in the Trash

To consult a message in the trash, you need to restore the message first, as described above. Then, click on the corresponding message in the Summary.

Once in the trash, the message stays there up to 200 days. Passed the period of 200 days, the message is definitely archived.

6. EAN Order

Caution: this message is dedicated mainly to Retail industries. The order type (indicated top right of the form) is generally « original », but it could also be « replace » ou « modification/order cancellation ».



Picture 13. Order (Header)



6.1. Consult the header of an Order message

Consultation of an Order message is done by number of program or from the **Summary**.

- Select a number with the help of the drop-down list **Status/Message Nr**. The list of Order is classified by oldness increasing. The **Status** of Order is managed by eCar®, it takes the value **R** = Received ; **L** = Read (*Lu* in french) ; **T** = Downloaded (*Téléchargé* in french) ;
- eCar® displays the article lines of Order in a table. Use the elevator on right side of the table to consult all article lines of the Order.

6.2. Consult the detail of an article line

This form allows you to view the detail of the article line selected in the header of the Order,

Other price list and despatch logistics are displays by tables in areas « **Alternate prices** » and « **Despatch logistics** ». For Orders, two additional types of information are available: general information (header) and articles (detail). Those information are accessible from buttons  **General Desc** and  **Article Desc**.

If the number of line is too important, use the elevator in the right side of the table.

7. Delivery instruction and Call off delivery

Caution: these requirements are mainly dedicated to the Automotive industry. According to the logistic profil of your partner, this one express the requirement with the help of one message of delivery forecast mixed, or with the help of two separated messages, delivery forecast and call of delivery. In second case, **eCar®** application proposes different forms for the program and for the call of delivery. The handling is similar.

7.1. Consult the header of a requirement message

The consultation of a requirement message is done by the menu **Purchases** and selecting of the program number or from the **Summary**.

- Select a number using the drop-down menu **Status/Msg Nr**. The list is classified by chronology. The **Status** is managed by **eCar®**, it takes the values **R** = Received ; **L** = Read ; **T** = Downloaded ;
- **eCar®** displays the article lines in a table. Use the elevator in right side of the table to consult the entire program.

7.2. Consult the detail of an article line

The Detail form allows you to view the detail of each line selected in the Header form of a program or a call of delivery.

The detail per line is presented in the form of a table calling **Scheduling details**. For the programs, the type of additional information depends on your partner. Those informations are displayed in the area **Additional Informations**.

Delivery forecast Type : Forecast

Status/Msg Nr: R / 000001
 Date/Time: 02/01/2007 11:00

Header
Detail

General Desc:

Seller's Name: Wuhan Dongjiang
 Seller's Account: U12345

Buyer's Name: PSA Peugeot-Citroën
 Transport Duration:

Invoicee's Name: PSA Peugeot-Citroën

Consignee's Name: Site PSA 2
 Contact:
 Telephone:

Line Nr	Ref. Article	Article Description	Order Nr	Sched Freq	Supplier's Ref	Place of Discharge	Place of Destination
1	9607704345	CDT DIFF CENT	1111111		59525345	POLEDECHAR3C	
2	9610235123	GRNT G P/B SPORT	2222222		59207123	POLEDECHAR1A	
3	9611111345	PLANCHE BORD	3333333		59123345	POLEDECHAR3C	
4	9627210123	CACHE ACCESS	1111111		59129123	POLEDECHAR3C	

Printout
 Download

Picture 14. Delivery forecast >Detail

If the number of lines is too important, use the elevator on the right side of the table.

8. The collection request

Recommendation: the collection requests are to enter and send before 1pm, the day before the collection.



The collection request includes the delivery to make for one consignee plant, to a place of discharge at a given date. The carrier that is indicated in the message, comes on the date and time to take the goods and make the shipment from the consignor site to the consignee site.

8.1. Consult the list of collection requests

This form allows you to view the summary of collection requests.

The collection requests are displayed in a table. The absence of table means that the OEM (Original Equipment Manufacturer) has not sent firm requirements. In this case, there is no collection request to generate regarding the partner selected. You can use the selection criterias « **Show** » (according to the status) / « **Period** » to refine the search of a list.

The status of the collection requests are represented by:

-  **To process:** the collection request is to process ; the collection request hasn't been generated;
-  **Processed:** the collection request is processed ; the corresponding collection request has been sent. The corresponding DN number is displayed in the next column.

Caution: the nature of the instruction may take values such as « From » (departure), « To » (arrival) or « Imp. » (imperative, in case of emergency). In this latter case, the goods are imperative to be shipped at date and time indicated in **Schedule**.


Summary / Detail									
Show	All	Period	-- all --	Consignor	-- all --				
Number	Consignor	Consignee	Place of discharge	Schedule	Release type	Status	DN		
012881	-	TEXELIS LIMOGES	V0	21/03/2012 00:00 - 21/03/2012 23:59	From	To process			
010015	-	TEXELIS LIMOGES	V0	02/03/2012 00:00 - 02/03/2012 23:59	From	To process			
010595	-	TEXELIS LIMOGES	V0	09/03/2012 00:00 - 09/03/2012 23:59	From	To process			
010594	-	TEXELIS LIMOGES	V0	02/03/2012 00:00 - 02/03/2012 23:59	From	To process			
010592	-	TEXELIS LIMOGES	V0	17/02/2012 00:00 - 17/02/2012 23:59	From	To process			
009403	-	TEXELIS LIMOGES	V0	15/02/2012 00:00 - 15/02/2012 23:59	From	To process			
010012	-	TEXELIS LIMOGES	V0	27/01/2012 00:00 - 27/01/2012 23:59	From	To process			
010591	-	TEXELIS LIMOGES	V0	27/01/2012 00:00 - 27/01/2012 23:59	From	To process			
010593	-	TEXELIS LIMOGES	V0	20/02/2012 00:00 - 20/02/2012 23:59	From	To process			
009407	-	TEXELIS LIMOGES	V0	20/01/2012 00:00 - 20/01/2012 23:59	From	To process			
010590	-	TEXELIS LIMOGES	V0	20/01/2012 00:00 - 20/01/2012 23:59	From	To process			
010011	-	TEXELIS LIMOGES	V0	20/01/2012 00:00 - 20/01/2012 23:59	From	To process			
009406	-	TEXELIS LIMOGES	V0	16/01/2012 00:00 - 16/01/2012 23:59	From	To process			
010010	-	TEXELIS LIMOGES	V0	16/01/2012 00:00 - 16/01/2012 23:59	From	To process			
010589	-	TEXELIS LIMOGES	V0	16/01/2012 00:00 - 16/01/2012 23:59	From	To process			

Picture 15. List of collection requests (Summary)

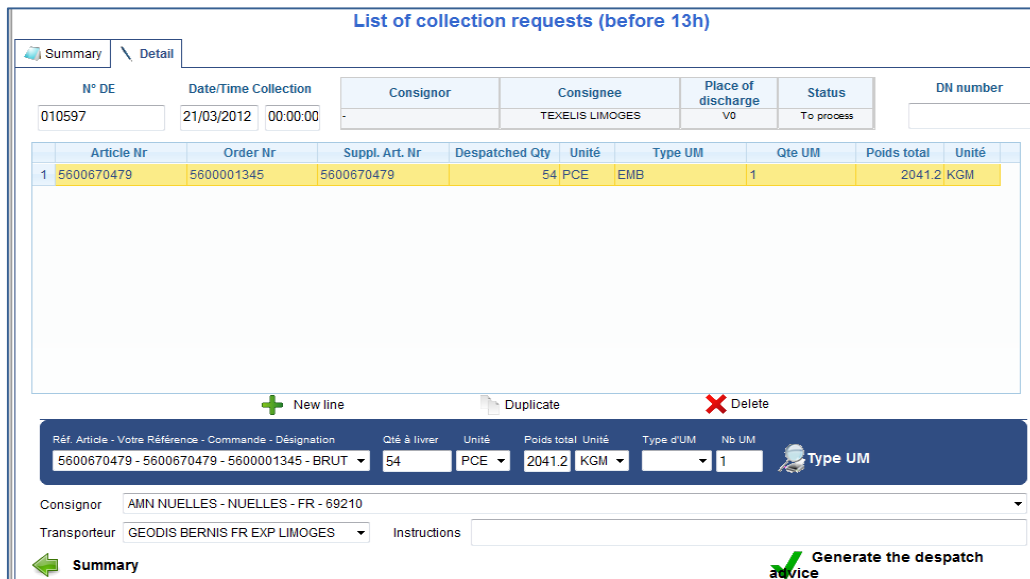
8.2. Consult the detail of a collection request

Click on any field of the line of a collection request you want to consult. The detail of the list displays. You must, all the time, be able to serve what is required in the collection request.

8.3. Choose another collection request

With the summary of collection requests, you can choose another number of collection request by clicking on the corresponding line. The detail of the collection request selected displays automatically. To switch of the list, come-back to the summary of collection requests with the button  **Summary**.

Caution: as long as the message of collection request is not sent, the status of the collection request remain *To process*.



The screenshot shows the 'Detail' view of a collection request. At the top, there are tabs for 'Summary' and 'Detail'. Below the tabs, a header section contains fields for 'N° DE' (010597), 'Date/Time Collection' (21/03/2012 00:00:00), 'Consignor' (AMN NUELLES - NUELLES - FR - 69210), 'Consignee' (TEXELIS LIMOGES), 'Place of discharge' (V0), 'Status' (To process), and 'DN number'. Below this is a table with columns: Article Nr, Order Nr, Suppl. Art. Nr, Despatched Qty, Unité, Type UM, Qte UM, Poids total, and Unité. The table contains one row with the following data: Article Nr 5600670479, Order Nr 5600001345, Suppl. Art. Nr 5600670479, Despatched Qty 54, Unité PCE, Type UM EMB, Qte UM 1, Poids total 2041.2 KGM, and Unité. Below the table, there are buttons for 'New line', 'Duplicate', and 'Delete'. At the bottom, there is a section for 'Réf Article - Votre Référence - Commande - Désignation' with the value '5600670479 - 5600670479 - 5600001345 - BRUT', and fields for 'Qté à livrer' (54), 'Unité' (PCE), 'Poids total' (2041.2 KGM), 'Type d'UM' (EMB), and 'Nb UM' (1). There is also a 'Type UM' dropdown menu. At the bottom, there are fields for 'Consignor' (AMN NUELLES - NUELLES - FR - 69210), 'Transporteur' (GEODIS BERNIS FR EXP LIMOGES), and 'Instructions'. At the very bottom, there is a 'Summary' button and a 'Generate the despatch advice' button with a green checkmark icon.

Picture 16. Collection request (Detail)

Information **Consignor** and **Carrier** are prefilled automatically (according to the parameters set in **Repository>Organization**). The first from the list is set as default. If you have set multiple Consignor sites on your account, make sure to select the right Consignor before sending your message.

Caution: if the Consignor sites wanted is missing from the list, get in contact with your customer (OEM) in order to set the parameter needed.

Remark: it is mandatory that the collection date be superior or equal to the current day date.

It is recommended to inform the DN number, this allows the carrier to identify the corresponding shipment to this collection request.

Total weight of each line do not includes the weight of the pallet. It corresponds to the gross weight unit of the article (related to the order number) multiplied by the quantity to deliver. The gross weight must be set in **Repository>Article**.

Instructions in bottom of the page gives more information regarding the delivery terms. This blank field is for free information, but it is not mandatory.

8.4. Create a line in Detail

In the area at the bottom of the page:

- **Select** an **Article Nr** in the drop-down list or use the drop-down list below displaying the list of your articles with Order number and description **Article Nr – Suppl. Art. Nr – Order Nr – Description**;
- **Fill up** the line with useful information. **eCar®** displays all the information available corresponding to the article previously selected;
- **Enter or modify** the data required by your partner. Use the online Help button for additional information on meaning and the format of entering data.

Create a new line

- Click on **+ New line**: the description is bottom of the table of the article line;
- Repeat the first two points for the new article line of your delivery.

Delete a line

- Click on **✗ Delete** from the line to delete.

Modify a line

- Click on the line to modify;
- Enter your modifications in the entry fields in bottom of the form.

Duplicate a line

- Click on **📄 Duplicate**: the description displays in bottom of the table of the article line.

8.5. Send a collection request

- Click on **✓** Send the collection request.

9. Making of a delivery

Recommendation: The List of collection requests are to process and send before 1pm the day before the collection day.

In order to best respond to various logistic organizations of your partners, **eCar®** proposes several possibilities of making of a delivery.

A resume of the steps is in appendix at the end: « Making an expedition with Web EDI eCar » page 44.

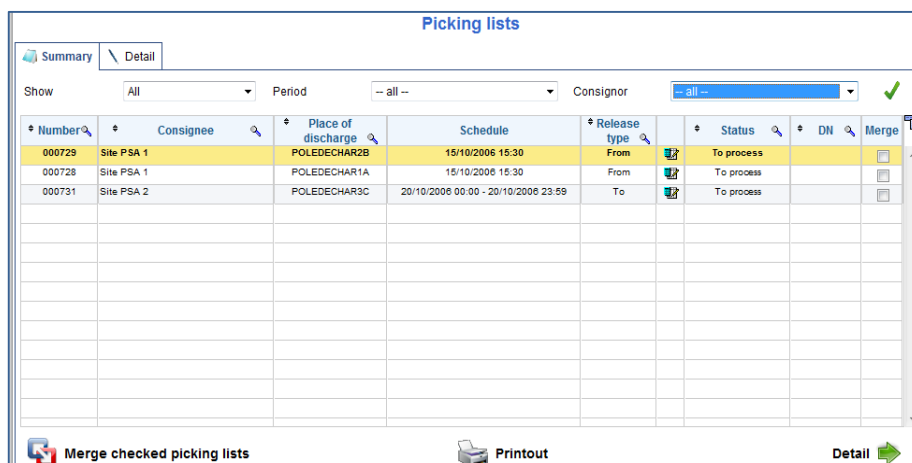
9.1. First method: use of the Picking List

For an easy preparation of shipments, you should use the Picking List.

The Picking List are generated by the firm information received by your customer, containing firm quantity different from 0, and includes those firm requirements you should deliver. **eCar®** pre-filled automatically the Despatch Advice depending on the chosen Picking List.

All information contained in your buyer's message will be recovered. This method guarantees the full conformity of your shipment with your customer's requirement. Once the Despatch Advice is generated you always keep the possibility to change it before sending.

To create a despatch advice according to this first method, click on **Despatch>Picking list** from the menu.

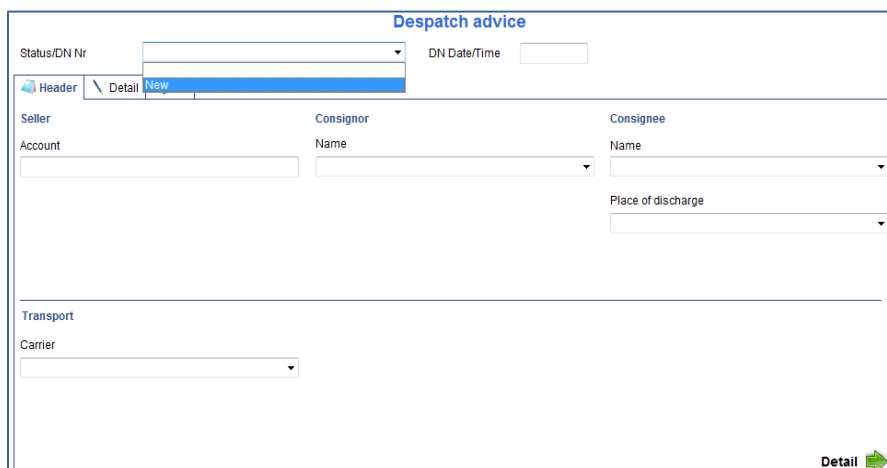


Number	Consignee	Place of discharge	Schedule	Release type	Status	DN	Merge
000729	Site PSA 1	POLEDECHAR2B	15/10/2006 15:30	From	To process		<input type="checkbox"/>
000728	Site PSA 1	POLEDECHAR1A	15/10/2006 15:30	From	To process		<input type="checkbox"/>
000731	Site PSA 2	POLEDECHAR3C	20/10/2006 00:00 - 20/10/2006 23:59	To	To process		<input type="checkbox"/>

Picture 17. Method 1: Use of the Picking List (Header)

9.2. Second method: use of the despatch advice form

We recommend using this method only in case of exceptional shipment, or in case you need to close a Picking List that you have treated partially.






Picture 18. Method 2: Create a despatch advice manually (Header)

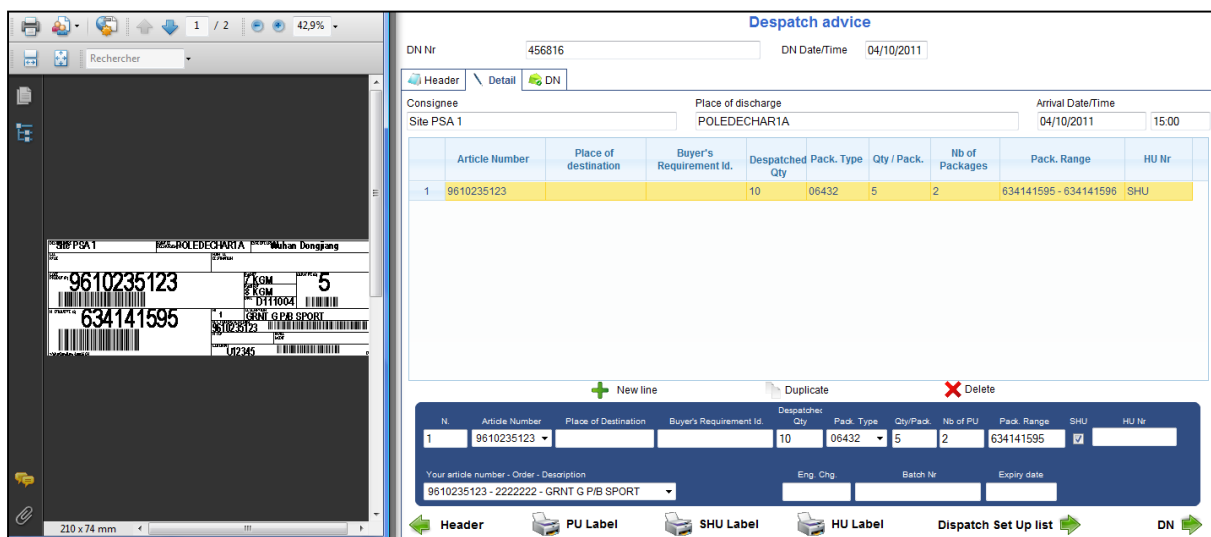
9.3. Ideal delivery

This paragraph presents the method of use to prepare the « ideal » delivery that must guarantee you the consistence between the physical flow and information flow – Despatch Advice message, labels and Delivery note, and so complying to service level requirements of your partners.

How to prepare your delivery?

- Generate the despatch advice from the Picking List;
- In the « **Despatch advice - Header** » form, if you ship a RENAULT Group's plant, check for the **Transport Identifier** (if there is not, follow the recommendations of RENAULT);
- Print the labels from the « **Despatch advice - Détail** » form in bottom of the page;
- Put the despatch advice *In process*: click on **Dispatch Set Up list** . Print and validate the dispatch set up list, that is the Delivery note to give to the truck driver or the person in charge if you ship by railway; air, sea, etc.
- Prepare the delivery – palletizing and labeling of packages;
- Once the palletizing is completed, return into the despatch advice in status *In process* (in the **Summary**), complete with missing information as the Equipment Id. (licence plate of the trailer truck or container), check, then click on **DN** .
- Print the DN, after entering the Equipment Id., that is the Delivery Note to give to the truck driver, or the person in charge if you ship by railway; air, sea, etc.
- Once the truck left your plant, send your EDI message by pressing  **Send**.

For example, the despatch advice n°456814 was put « In process ». You can print labels from the Detail page. Here, one label SHU in ETI1 format is downloadable in pdf format.



Despatch advice

DN Nr: 456816 DN Date/Time: 04/10/2011

Header Detail DN

Consignee: Site PSA 1 Place of discharge: POLEDECHARIA Arrival Date/Time: 04/10/2011 15:00

	Article Number	Place of destination	Buyer's Requirement Id.	Despatched Qty	Pack. Type	Qty / Pack.	Nb of Packages	Pack. Range	HU Nr
1	9610235123			10	06432	5	2	634141595 - 634141596	SHU

+ New line Duplicate Delete

N. Article Number Place of Destination Buyer's Requirement Id. Despatched Qty Pack. Type Qty/Pack. Nb of PU Pack. Range SHU HU Nr

1 9610235123 10 06432 5 2 634141595 ☒ SHU

Your article number - Order - Description: 9610235123 - 2222222 - GRNT G P/B SPORT Eng. Chg. Batch Nr Expiry date

Header PU Label SHU Label HU Label Dispatch Set Up list DN

Picture 19. Ideal delivery: prepare a despatch advice (Detail)

Caution: do not print labels as the DN is not at least put *In process*. Because if automatic managing number of PU is set and meanwhile you send another DN, PU number may consequently be different. The message sent by EDI must be strictly in accordance with the printed labels.

10. Picking lists

Recommendation: we recommend to use the picking list to prepare a delivery, subject to one or more Call off delivery message. The picking list is a facility offered by **eCar®** to help you to generate your Despatch Advice in conformity with your customer's requirement.

The Picking List are calculated by **eCar®** from the firm requirement received from your partner. A picking list includes the delivery to make for the same consignee plant, in a place of discharge for a given date and time period.




A resume of this step is in the appendix at the end: « Making an expedition with Web EDI eCar » page 48.

10.1. Consult the Summary of the Picking Lists

This form allows you to view the Summary of the Picking Lists.

The picking lists displays in a table. The absence of table means that there is no delivery to make regarding the partner selected. You can use the selection criterias « **Show** » / « **Period** » to refine your search of a list.

The status of the Picking List are represented by:

-  **To process:** the picking list is to be processed, the requirement is not honored yet;
-  **Partially processed:** the picking list is partially processed ; the requirement is not fully honored. To deliver later the rest of the goods, you should use directly the « Despatch advice » form;
-  **Processed:** the picking list is processed ; the corresponding despatch advice has been sent. The corresponding DN number appears in the column next.

Remark: in case you need to use several time the same picking list, even partially processed, get in contact with TENOR support team.

Caution: the nature of the instruction may take values such as « From » (departure), « To » (arrival) or « **Imp.** » (imperative, in case of emergency). In this latter case, the goods are imperative to be shipped at date and time indicated in **Schedule**.

[illegible]

Picture 20. Picking lists (Summary)


10.2. Consult the Detail of a Picking List

Click on any field of the line of the picking list you want to consult. The details of the picking list displays.

You must permanently be able to serve what is requested.

10.3. Merge the Picking Lists

In case you have the possibility to make a single delivery for several picking lists, you can merge several picking lists.

Check the boxes at the end of the corresponding lines to merge, then click on  **Merge checked picking lists.**


Remark: Picking Lists « In process » status only can be merged. Moreover, the picking lists that have not the same Consignee plant and same Place of discharge cannot be merged.

Caution: once the PL are merged, you cannot go back.

10.4. Generate the corresponding Despatch Advice from the Picking List



- Click on **Generate the despatch advice**  in the Detail form of the Picking List selected;
- The pre-filled form « **Despatch advice - Header** » displays.

10.5. Choose another Picking List

Through the Summary of the Picking List, choose another Picking List number by clicking on the corresponding line. The Detail of the picking list selected displays automatically. To switch to another list, go back to the Summary by the button  **Summary**.




Caution: as long as the Despatch Advice message is not sent, the status of the Picking List stays « To process ».

Picking lists

 Summary
 Detail

Number	Consignee	Place of discharge	Schedule	Release type	Status	DN
000729	Site PSA 1	POLEDECHAR2B	15/10/2006 15:30	From	To process	

Article Nr	Order Nr	Suppl. Art. Nr	Place of destination	Pack Type	Qty/Pack	Unit measure	Despatch Qty	Number	Routing Code
9610235123	2222222	9610235123	POLEDESTI211	06432	84	PCE	84	TT0009541	VAC11 RTGE11
9610235123	2222222	9610235123	POLEDESTI211	06432	84	PCE	84	TT0009542	VAC11 RTGE11
9610235123	2222222	9610235123	POLEDESTI211	06432	84	PCE	84	TT0009543	VAC11 RTGE11
9611111345	3333333	9611111345	POLEDESTI222	06432	50	PCE	50	TT0009546	VAC11 RTGE11
9611111345	3333333	9611111345	POLEDESTI222	06432	50	PCE	50	TT0009547	VAC11 RTGE11
9610235123	2222222	9610235123	POLEDESTI211	06432	84	PCE	84	TT0009544	VAC11 RTGE22
9610235123	2222222	9610235123	POLEDESTI211	06432	84	PCE	84	TT0009545	VAC11 RTGE22
9611111345	3333333	9611111345	POLEDESTI222	06432	50	PCE	50	TT0009548	VAC11 RTGE22
9611111345	3333333	9611111345	POLEDESTI222	06432	50	PCE	50	TT0009549	VAC11 RTGE22
9611111345	3333333	9611111345	POLEDESTI222	06432	50	PCE	50	TT0009550	VAC11 RTGE22

 Summary
 Printout
Generate the despatch advice 

Picture 21. Picking Lists (Detail)

10.6. Management of « Remains to deliver »

In the despatch advice, if you don't despatch all requested quantities in the picking list, **eCar®** keep in memory quantities not despatched. You can see them as line : **Remains to deliver** in the picking list Summary.

Example of a picking list « To process » in which :

- For the article reference E1062011232C a quantity of 20000 is requested, you can only despatch 19000 (difference of 1000)
- For the article reference EUR373790F a quantity of 2500 is requested, you can only despatch 2400 (difference of 100)

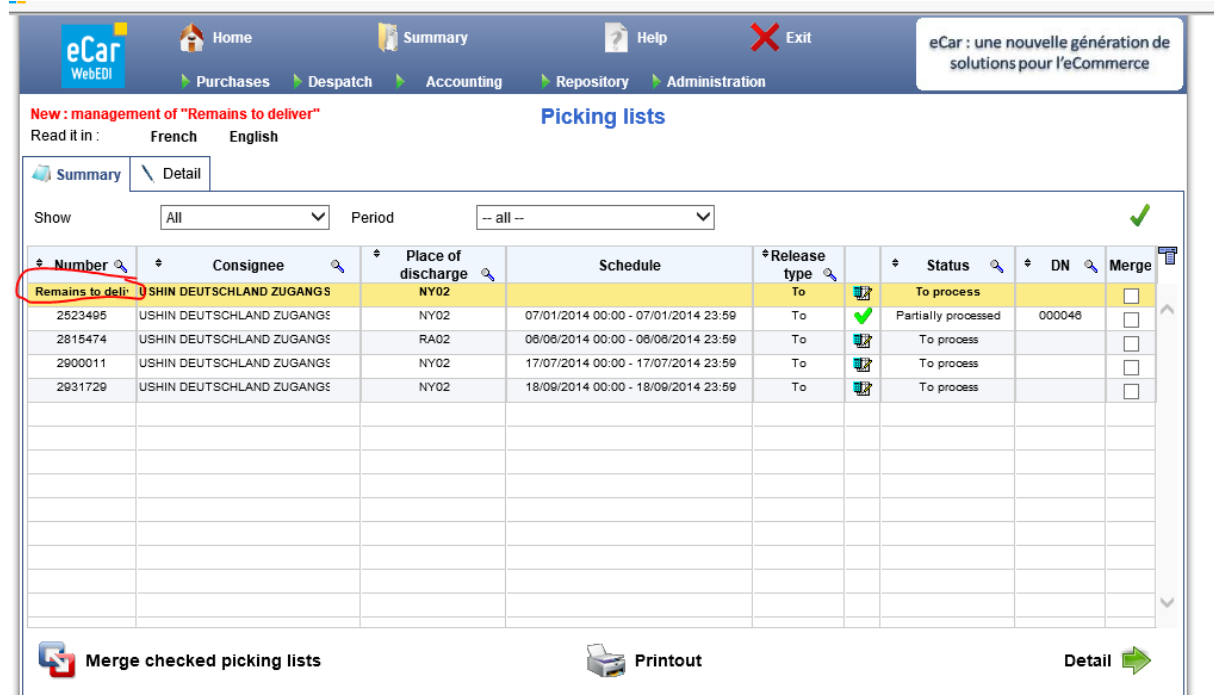
Once your DN is sent, **eCar®** save these two quantities and make them available to you for your future deliveries with the line **Remains to deliver**.

The quantities in the line **Remains to deliver** may come from one picking list or more.

You can despatch these quantities with two different methods.

1st method : with special picking list "Remains to deliver"

In the picking list screen you have a special picking list called **Remains to deliver**



eCar WebEDI Home Summary Help Exit

Purchases Despatch Accounting Repository Administration

New : management of "Remains to deliver" Picking lists

Read it in : French English



Summary Detail

Show All Period -- all --

Number	Consignee	Place of discharge	Schedule	Release type	Status	DN	Merge
Remains to deliver	USHIN DEUTSCHLAND ZUGANGS	NY02		To	To process		
2523495	USHIN DEUTSCHLAND ZUGANGS	NY02	07/01/2014 00:00 - 07/01/2014 23:59	To	Partially processed	000046	
2815474	USHIN DEUTSCHLAND ZUGANGS	RA02	08/08/2014 00:00 - 08/08/2014 23:59	To	To process		
2900011	USHIN DEUTSCHLAND ZUGANGS	NY02	17/07/2014 00:00 - 17/07/2014 23:59	To	To process		
2931729	USHIN DEUTSCHLAND ZUGANGS	NY02	18/09/2014 00:00 - 18/09/2014 23:59	To	To process		

Merge checked picking lists Printout Detail

In the *Detail* tab of the picking list **Remains to deliver**, the first table of the picking list is empty but in the second table at the bottom, you can see your remaining quantities "**Remaining quantities to be despatched**".



The second table allows you to fulfill the first table by clicking on buttons «  Go up » and «  Go down ».

[illegible]

Once you have added some lines, you can generate a despatch advice by clicking on **Generate the despatch advice** and follow usual steps. This despatch advice will be considered as a “manual” despatch advice because it will not be attached to a picking list.

2nd method: with a picking list “To process”

You can also find again your non despatched quantities by clicking on a picking list “To process” with the same consignee and the same place of discharge.

Then, in the tab *Detail*, you will be able to see the table “**Remaining quantities to be despatched**” which allows you to add lines in the first table by clicking on «  **Go up** » and «  **Go down** ».

[illegible]

Then you can generate the despatch advice as usual.

Caution: quantities « Remains to deliver » are only calculated when you send a despatch advice, not when you save it in despatch set up list.

Caution: if you despatch a requirement id number partially, it will not be saved. Only requirement id number not despatched will be saved.

Remark: if you don't want to despatch a « Remaining quantities to be despatched », you can just click on the button « Delete » at the bottom of the table to delete it permanently.

11. Despatch advice

Caution : the Despatch Advice can be generated automatically using the « Picking List », or manually from the form « Despatch Advice ».

If you used the **Picking lists** to generate the Despatch Advice, it is pre-filled automatically. Some information must be validated or add according to the partner you deliver. A summary of the steps is in appendix: « Making an expedition with Web EDI eCar » page 48.

11.1. Consult a Despatch Advice previously sent or billed

Select your partner and from the main menu click on **Despatch>Despatch advice**, with the drop-down list **Status/DN Nr**, choose the DN Nr (delivery note) to consult. The DN classification is made chronologically. The DN displays preceded by a letter corresponding to the status of the message.





The different status are **P**: In process, **E**: Sent, **F**: Invoiced.

11.2. Validate a Despatch Advice prepared from a Picking List

After generating a Despatch Advice from the Picking List, the form « **Despatch advice – Header** » displays.

- Validate the information contained in the form « **Despatch advice - Header** ». If you deliver a plant from the RENAULT Group, ensure the presence of the Identifier number, otherwise you should connect to RENAULT website, in ELTA (Espace Logistique Transport Approvisionnement) to consult the Identifier that was missing in the message Call off delivery. Enter this information in the form « **Despatch advice - Header** ». Then click on Detail;
- Validate the information in the form « **Despatch advice - Detail** ».

If you prepare and validate your palletizing in several steps, click on **Dispatch Set Up list** ➡ or:

- Print the labels for  **PU**,  **SHU** and/or  **HU Labels**;
- Click on **DN** ➡, the form « Delivery note » displays. Fill up and validate the DN. If you deliver a plant from the RENAULT Group, enter the licence plate of the truck trailer (registration number), then print your DN;
- Click on  **Send** to send the EDI message.

11.3. Create an exceptional Despatch advice

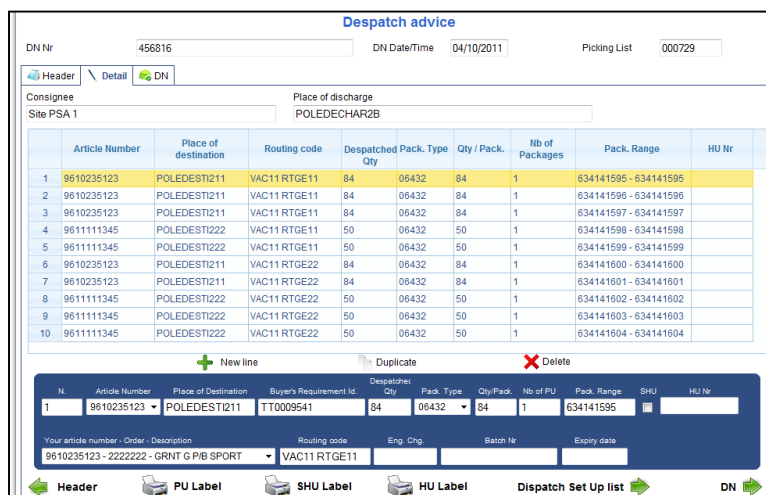
In the menu, click on **Despatch>Despatch advice**. The form "**Despatch advice**" displays.

- In the drop-down list **Status/DN Nr**, click on **New**;
- Enter or select the data required by your partner;
- Click on Detail ➡ to display the form « Despatch advice – Detail ».

Management principles of the form "Despatch advice - Detail"

The form consists of three zones.

- **The first zone**, in top of the form, contains the Header information of the despatch advice;
- **The second zone**, middle of the form, represents information of the shipping lines;
- **The third blue zone**, in bottom of the form is the input zone, containing the input field of the shipping lines's informations.



Picture 22. Despatch advice (Detail)

11.4. Create an Article line in Detail page

In the blue input zone:

- **Select** an **Article Number** from the drop-down list or from the drop-down list below **Your article number - Order - Description**, listing your Article references, the corresponding Order Nr and article description;
- **Fill up** the line and **eCar®** displays all the informations corresponding to the selected;
- **Enter or modify** all data required by your partner. You can consult the meaning and the input format in the online Help.

Create a new line

- Click on **+ New line**: descriptions are available in bottom of the table;
- Repeat the first two steps for the new line of your delivery.

Delete a line

- Click on **✗ Delete** from the line to delete.

Modify a line

- Click on the line to modify;
- Enter your modifications in the blue input field.

Duplicate a line

- Click on **📄 Duplicate** from the line to duplicate: the description is available in bottom of the table.

Remark: you can set up automatic numbering of PU and HU from **Administration>Preferences**. Or, while you enter a HU number on the first line, this number will apply on the following lines, until you enter another HU number. If there is no other HU numbers on following lines, then HU number will be the same for all Detail lines. It is the same for the UMS selection.

For example, if your DN n°123456 contains two HU, and you haven't setted the automatic managing numbering, you can number your HU such as: "DN Nr+01" (from 01 to 99), either for the first HU "12345601" and for the second HU "12345602". In this way, the numbering of HU is unique.

11.5. Printout PU, HU and SHU labels

Remark: labels may be generated from the Detail page of the **Despatch advice** and printed while the Despatch advice is « **In process** »

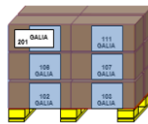
Here are the various logistics units:

- **PU: Packing Unit**, corresponding to the smaller physical unit to handle ;
- **HU: Handling Unit**, corresponding to the palletized loading ;
- **SHU: Single Hand Unit**, corresponding to PU = HU.

A delivery PU and HU

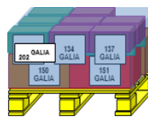
Caution: if you specify the PU and HU number in the Detail of the DN, you should print the PU labels for each box and the HU labels for each pallet.

It says a **homogeneous HU** when it is loaded with multiple PU containing only items with the same reference.





Picture 23. HU homogeneous (M)

It says **heterogeneous HU or mixed** when it is loaded with various PU containing items with different references.



Picture 24. HU heterogeneous or mixed (G)

Click on  **PU** button to generate the PU labels.


Click on  **HU** button to generate the HU labels.

A delivery UMS

Caution: if you check the box **SHU** at the end of the line, you only need to print the SHU labels where the package is the pallet.



Picture 25. SHU (S)

Click on  **SHU** button to generate the SHU labels.

When eCar® application says « **No label to print** », the logistic unit selected is not suitable to what has been entered in Detail lines of your delivery.

Remark: to change the labels format, go in the menu **Repository>ETI9 set up**. To print multiple labels on a A4 sheet, get in contact with TENOR. Before printing your labels, please inform the Net Weight and the Gross Weight in the **Repository>Article** for each article.

11.6. Printout LU and DU EAN label

Caution: this part concerns the **Retail industry users**.

Remark: labels may be generated from the Detail page of the **Despatch advice** and printed while the Despatch advice is « **In process** ».

Here are the various logistics units:

- **LU: Logistic Unit**, corresponding to the smaller physical unit to handle;
- **DU: Despatch Unit**, corresponding to the palletized loading.

Qualification: a **standard despatch unit** is a fixed combination of identical logistical base units, (generally consumer units) all the products have the same GTIN (Global Trade Item Number), made up of a regular frequency basis, not on the basis of a specific order.

A standard homogeneous delivery

The standard **Logistic Unit homogeneous** contains articles with the same GTIN, the same DC (Deadline Consumption), the same DFOU (Deadline For Optimal Use) and the same batch number.



Picture 26. Homogeneous DU

A standard heterogeneous delivery

Delivery unit containing several different reference of goods or several types of logistic units.

This is a **mixed standard packages** (several different items) or a complex logistic units (several LU).



Picture 27. Heterogeneous DU

Qualification: **non-standard despatch unit** is created for the needs of a particular order. Such unit is not listed in the catalog of the supplier. It is recognizable by a SSCC (Serial Shipping Container Code).

A non-standard homogeneous delivery

The **non-standard homogeneous despatch unit** contains articles with the same GTIN, the same DC (Deadline Consumption), the same DFOU (Deadline For Optimal Use) and the same batch number but with a definite quantity at the time of a particular order.

A non-standard heterogeneous delivery

It is a retail package or a regrouping of a non-standard LU.



To generate LU labels, click on  **LU**.

To generate DU labels, click on  **DU**.

Remark: to print several labels per A4 sheet, get in contact with TENOR.

11.7. Editing functions of the Dispatch Set Up list

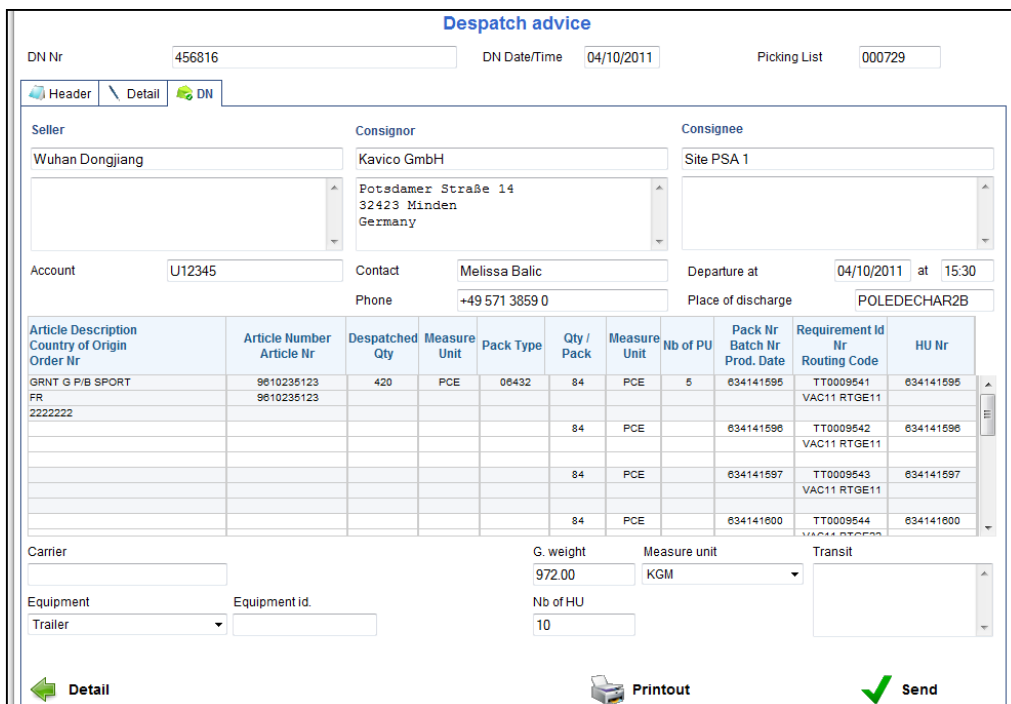
If you use the Dispatch Set Up list, you can fill data in or modify the Despatch Advice, print and save it. Then, when the delivery is ready, you must go back to the Despatch Advice to modify it if needed, print the Delivery Note and send the Despatch Advice.

- Click on Despatch Set Up list ➡;
- The Despatch advice form displays. You can print it using  **Printout**;
- Dispatch Set Up list is a consultation form. To modify it you should go back to the Header page or Detail page;
- Click on  **Validate** to save it.

11.8. Editing of a Delivery Note (DN)

- Click on **DN** ➡

The form displays. You can fill data in and print. This form allows you to send and print.



Picture 28. Despatch advice (DN)


11.9. Fill up the Delivery Note

Fill in, modify or choose the informations.

Caution: some of your customers requires that you enter the number of the license plate of the trailer used for delivery.

11.10. Send the Despatch advice

Caution: don't forget to click on the button  **Send** when the truck left. Otherwise your message is not sent.

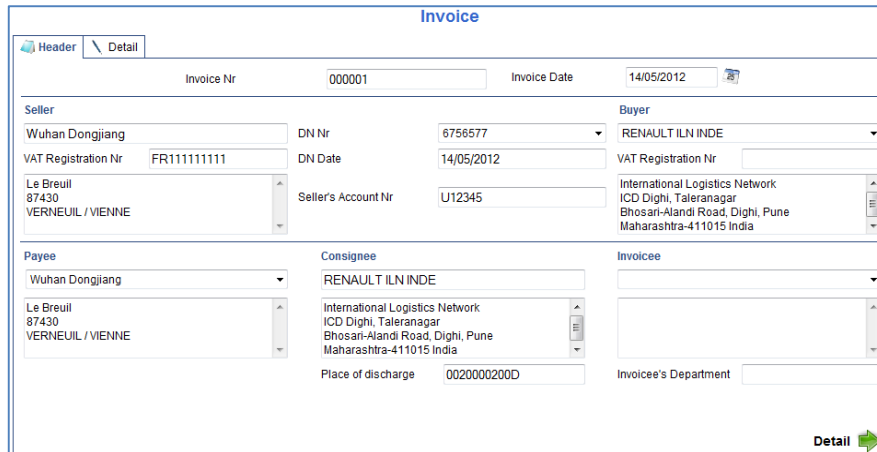
- Click on  **Send**.

12. Invoice

12.1. Introduction to the invoices

Caution: to generate an invoice, you must update information of price and VAT applicable of your **Repository>Article**. Otherwise eCar® will not calculate your invoice.

You must generate one invoice per delivery or per delivery note.



Picture 29. Invoice (Header)

12.2. Charge a delivery

- With the drop-down list **Status/Invoice's Nr**, select « New ». Depending on the choice previously made in **Preferences**, eCar® displays an invoice number, otherwise enter your invoice number;
- With the drop-down list, select le **DN Nr** to invoice. The **DN Nr** are classified by decreasing seniority;
- eCar® displays all the information corresponding to the selected delivery note.
- **Fill up, modify or select** the needed informations in the field.

12.3. Consult an invoice

Select the **Invoice's Nr** with the drop-down list **Status/Invoice's Nr**. The **DN Nr** are classified by decreasing seniority.

12.4. Create or consult invoice detail

From the Header of the invoice form, click on **Detail** ➡.

eCar® calculates the amount of the invoice and displays all the informations corresponding to the DL selected in the Header.

12.5. Sending an invoice

- Click on **✓ Send**.

12.6. Find an invoice with a DN number

Go in the Header page of your DN (satus F), then access to the invoice by clicking on

 **See Invoice** from the **DN** form of the Despatch advice.


13. Dematerialization

13.1. Dematerialised Invoices


The dematerialised invoice in tax system term is an invoice exchange between two commercial partners in electronic format without being sent as hard copy.

Remark: the number of result in searching is limited to 500 lines (500 invoices).


13.1.1. Search for a dematerialised invoice from a number

- Enter a number (integer number) in the dedicated zone **Number**, « 10 to 20 » ;
- Click on  **to the right of the selection research fields.**

13.1.2. Search for a dematerialised invoice from an amount

- Enter an amount using the format 99,99 in the dedicated zone **Amount ET (excluding tax)** or **Amount IT (including tax)** « 600,00 to 699,99 » (the separator is the coma) ;
- Click on  **to the right of the selection research fields.**

13.1.3. Search for a dematerialised invoice from a date


- Enter a debut date (and an end date if necessary) to the required format in the dedicated zone **Date** « DD/MM/YYYY à DD/MM/YYYY » ;
- Click on  **to the right of the selection research fields.**

13.1.4. Reset the research fields



- Click on  **to the right of the selection research fields.** The fields becomes empty (default value).















Remark: the research criterias can be combined. Search for a dematerialised invoice from a number and a date for example.

13.1.5. Consult a dematerialised invoice

In the invoice summary list from de dematerialised invoice, click on the button  **Print at the end of the line concerned.**

The features available are represented by:

-  **Print:** generating a pdf file of the corresponding invoice;
-  **Download:** download the EDI file stored in the safe-box.

Numéro		à	Montant HT		à	Partenaire	-- Tous --			
Date	15/12/2011	à	20/12/2011	à	Montant TTC					
Numéro de la facture	Date	Nom de l'acheteur	Nom du fournisseur	Montant HT	Montant TTC	Devise				
12111728	16/12/2011	SALEROY MERLIN FRANCE	NOM VENDEUR	623,64	745,87	EUR				
			Date du fichier: 19/12/2011 10:45		Date de l'index: 19/12/2011 10:45					
12111862	16/12/2011	SALEROY MERLIN FRANCE	NOM VENDEUR	760,86	909,99	EUR				
			Date du fichier: 19/12/2011 10:46		Date de l'index: 19/12/2011 10:46					
12111863	16/12/2011	PDB NICE	NOM VENDEUR	805,03	962,81	EUR				
			Date du fichier: 19/12/2011 11:20		Date de l'index: 19/12/2011 11:20					
12111864	16/12/2011	PDB AUBERVILL PDB	NOM VENDEUR	833,55	996,93	EUR				
			Date du fichier: 19/12/2011 11:22		Date de l'index: 19/12/2011 11:22					
12111879	16/12/2011	SALEROY MERLIN FRANCE	NOM VENDEUR	59,52	71,19	EUR				
			Date du fichier: 19/12/2011 17:23		Date de l'index: 19/12/2011 17:23					
12111868	16/12/2011	SALEROY MERLIN FRANCE	NOM VENDEUR	722,25	863,82	EUR				
			Date du fichier: 19/12/2011 17:23		Date de l'index: 19/12/2011 17:23					

Picture 30. Summary list of the dematerialised invoice


13.1.6. Print the displayed list of dematerialised invoice

- Click on the button  **Print** down the page.

13.2. Partners of dematerializing

The dematerializing if effective is following of a series of validated test by the partner. The dematerializing may be active for a corporate brand name and not a particular plant of the brand name.

13.2.1. View the list of Dematerialised partners

- Click on  to the right of the selection research fields **Date (without filling)**. The list of all your dematerialised partners are displayed.


13.2.2. Know the history of changes of the Seller (liable entity)

- Click on  **History** to the right of the information related to the liable.

13.2.3. Know the history of modifications of a partner

- Click on an information of the line **related to the partner**.

13.2.4. Search for a dematerialised partner to a given date

- Fill up a debut date (and an end date if necessary) at the **Date** format « DD/MM/YYYY to DD/MM/YYYY » ;
- Click on  **The list of dematerialised partners at this selected period displays.**


13.2.5. Print the list of the displayed dematerialised partners

- Click on the button  **Print** down the page.

Partenaires dématérialisés

Nom :


Adresse :

Date : à 


Identifiant :

N° TVA :

Localisation :

 Historique

	Désignation	Identification	Dernier message
RECEPTEUR	PDB AUBAGNE PDB	3020817500187	20/12/2011
RECEPTEUR	PDB AUBERVILL PDB	3020817500040	19/12/2011
RECEPTEUR	PDB GRIGNY PDB	3020817500088	20/12/2011
RECEPTEUR	PDB NICE	3020817500026	19/12/2011
RECEPTEUR	SA LEROY MERLIN FRANCE	3025940014600	19/12/2011
RECEPTEUR	SA LEROY MERLIN FRANCE	3025940008000	20/12/2011
RECEPTEUR	SA LEROY MERLIN FRANCE	3025940013800	19/12/2011
RECEPTEUR	SA LEROY MERLIN FRANCE	3025940014000	20/12/2011


 **Impression**

Picture 31. Dematerialised partner

14. Your account


This form allows you to consult the situation of your account such as available credit units, scratch date of your subscription and traffic exchange statistics.

Your account


General information

Company: MISFAT
 Account Created: 17/12/2008 at 11:30
 Last Connection: 04/10/2011 at 10:13

Login: MISFAT
 Number of Connections: 1255
 Your credit: 1174
 Available until: 28/04/2012


Statistics

Partner	Status	Load					
		Octobre 2011	Septembre 2011	Août 2011	Juillet 2011	Juin 2011	Mai 2011
PEUGEOT CITROEN AUTOMOBILES SA	Received	10					
	Sent	6					
PEUGEOT MOTOR COMPANY PLC	Received	2					
	Sent						
RENAULT S.A.S.	Received	28					
	Sent						
SUM	Received	40	0	0	0	0	0
	Sent	6	0	0	0	0	0

Picture 32. Your account

Caution: the statistics mentioned in the table shows the number of message received and sent, not the corresponding units consumption.

14.1. Know the level of units available

Remaining units available are displayed in the field **Your credit** from the menu **Administration>Account**.

Caution: to avoid any interruption of services, think of renewing your units subscription of use before the level of available units reaches 0. A message alert sent by eCar will warn you with an anticipating period of 3 weeks before the end (early end or scratch date).

14.2. Know the number of message exchanged with a partner

Statistics are displayed by a table, allowing you to view the total number of message **received** or **sent** with all your partners.

Use the elevator on the right side of the table to consult all the lines for each partner, and the total in bottom of the table.

14.3. View the statistics of a selected month


Statistics of the traffic message exchanged are displayed by a table for the current month (not the corresponding consumed units). To load the statistics of a selected month:

- Click on **Load** above the selected month;
- The statistic's column corresponding to the month displays.

Remark: the statistics for a previous period of 6 months are accessible.

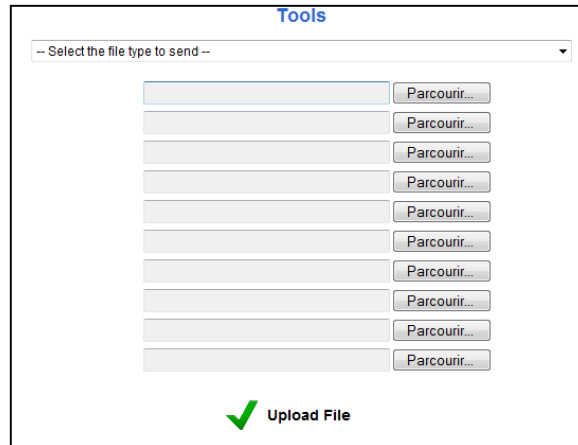
14.4. Download the statistics of my account

You can download the statistics of your account in different formats: export to Excel, Word, XML or print in pdf.

The informations displayed are those that will be uploaded. To generate a file, click on  in the upper right corner of the table.

15. Tools

This form allows you to import the files in the data base of **eCar®**. You can benefit of this feature if you have requested its use and accepted the corresponding commercial proposal made by TENOR.



Picture 33. Tools

15.1. Upload a despatch advice

- Select Despatch Advice Upload from the drop-down list, select the file type to send;
- Click on **✓ Send**.

15.2. Upload an invoice

- Select Invoice Upload from the drop-down list, select the file type to send;
- Click on **✓ Send**.

15.3. Upload files at a time

Caution: the importation of files is restricted to 10 files at a time.

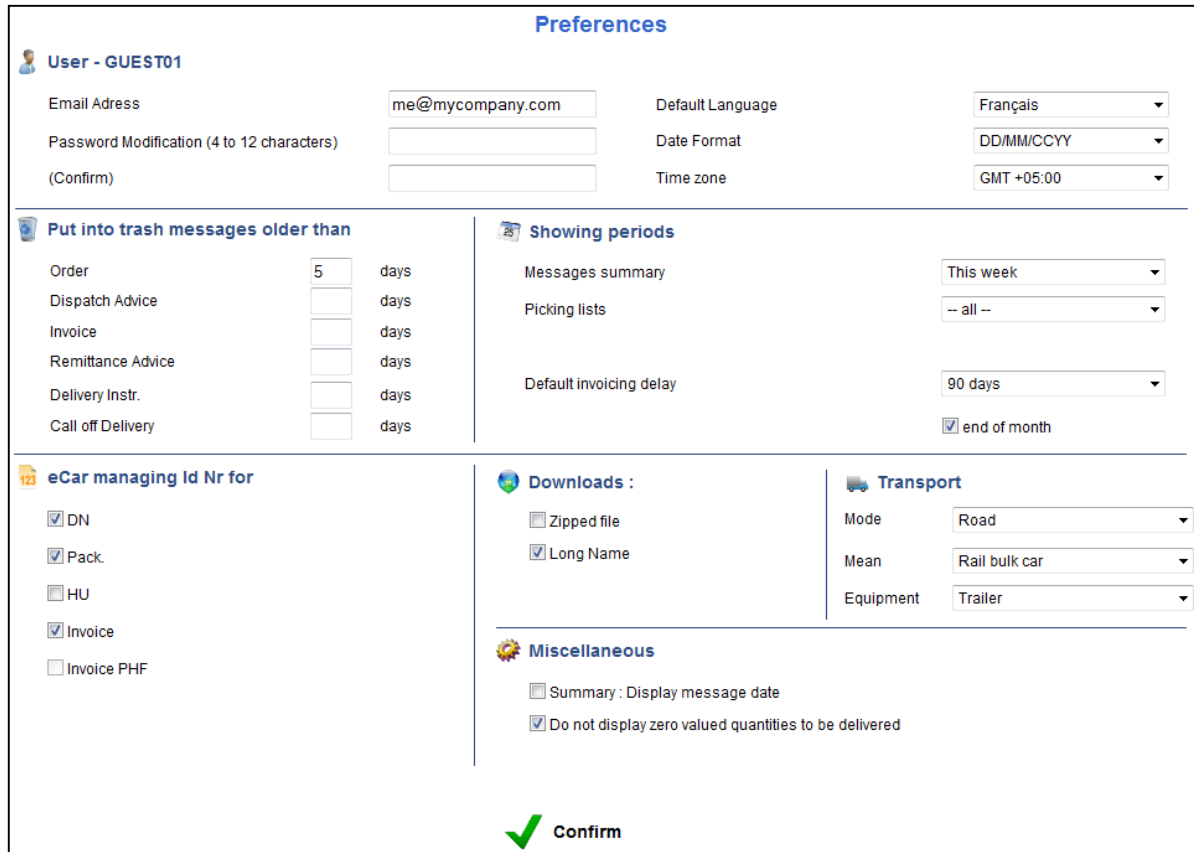
Remark: the files submitted at a time must have the same type of message. It is impossible to submit a Despatch advice and an Invoice at the same time.

- Click on **Run...**;
- Select your file to import;
- Click on **Open**;
- If you have other files to import, repeat the first 3 points on next line;
- Click on **✓ Upload file**.

Caution: the files are processed one by one. If a file has an error, the other messages contained are not imported. However the following files are analyzed and processed unless they contain errors.

16. Preferences

This form allows you to personalize the use of your application. You can set some parameters of the application for your easy use.



Preferences

User - GUEST01

Email Address: me@mycompany.com

Password Modification (4 to 12 characters):

(Confirm):

Default Language: Français

Date Format: DD/MM/CCYY

Time zone: GMT +05:00

Put into trash messages older than

Order: 5 days

Dispatch Advice: days

Invoice: days

Remittance Advice: days

Delivery Instr.: days

Call off Delivery: days

Showing periods

Messages summary: This week

Picking lists: -- all --

Default invoicing delay: 90 days

☒ end of month

eCar managing Id Nr for

☒ DN

☒ Pack

☐ HU

☒ Invoice

☐ Invoice PHF

Downloads :

☐ Zipped file

☒ Long Name

Transport

Mode: Road


Mean: Rail bulk car

Equipment: Trailer

Miscellaneous

☐ Summary : Display message date

☒ Do not display zero valued quantities to be delivered

 **Confirm**

Picture 34. Preferences

16.1. Select default language

With the drop-down list **Default language**, choose a language. All the forms will display in this language to each of your connection to the application.

16.2. Select time section

Time zone allows you to specify the time difference of the place of use of the application compared to the GMT hour (Greenwich Mean Time). The date and time attributed to different status of the messages, take account of the specified time difference.

Using the drop-down list **Time zone**, choose the GMT hour.

16.3. Select display format and date format

Remark: the data entry format is independent from the format to use to exchange information with your partner. The application manages itself the necessary transformations.

The **Date Format** field allows to select the format to enter the dates in all forms of the application. This format is the same used by the application to display the dates in consultation.

With the drop-down list **Date Format**, choose the date format.

16.4. Put the messages into the trash

You have the possibility to put the messages you no longer wish to see to the trash automatically. Enter the number of days after which messages should be in the trash automatically.



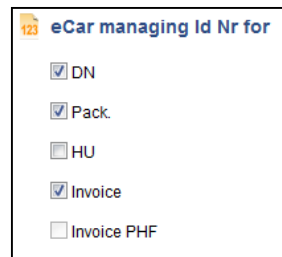
Put into trash messages older than		
Order	<input type="text" value="5"/>	days
Dispatch Advice	<input type="text"/>	days
Invoice	<input type="text"/>	days
Remittance Advice	<input type="text"/>	days
Delivery Instr.	<input type="text"/>	days
Call off Delivery	<input type="text"/>	days


Picture 35. Preferences: put the messages into the trash

16.5. Make manage DN, PU and Invoice number by the application

You can choose the using mode of the application so that **eCar®** numbered automatically or not some numbers. Just check the box to apply automatic numbering.

*For example: for the application manage the Delivery note number, check the DN box. In this case when creating a new DN, **eCar®** displays a DN number automatically.*




eCar managing Id Nr for

- ☒ DN
- ☒ Pack.
- ☐ HU
- ☒ Invoice
- ☐ Invoice PHF

Picture 36. Preferences: managing of the automatic numbering

16.6. Select file download mode

Caution: as default, the format of the files that you are able to download is XML.

- **Zipped file:** using the checkboxes, specify if you wish to download zipped file. If so, you need a decompression zip software ; download times are significantly shorter;
- **Long name:** at the moment of downloading a file, the application names the file as default. Using the checkboxes, specify if your operating system authorizes the use of long name for those files (longer than 8 lettering). If so, the application names the files precisely, for example: Invoice 000123 as of 10 07 2011.doc.

16.7. Validate settings specified in preference form

Click on  **Confirm**.


16.8. Cancel settings specified in preference form

Click on  **Cancel**.

17. eCar® feedback

Feedback allows you to contact the eCar support team.

To express a technical problem, asking a question or make a suggestion regarding eCar, you can send a message by following these steps:

- Select the type of message out of: suggestion, problem or question;
- If it is about a problem, select the type of problem from the drop-down list: technical issue, data error, other problems;
- Specify the Nr of the relevant message in *Your message*;
- Click on  **Send**.

Support

This form allows you to contact the eCar support team.


To point out a technical issue, to ask a question or to make a proposal. You will get an answer rapidly.

Login

Email address

☒ Suggestion
 ☐ Problem
 ☐ Question

Your message

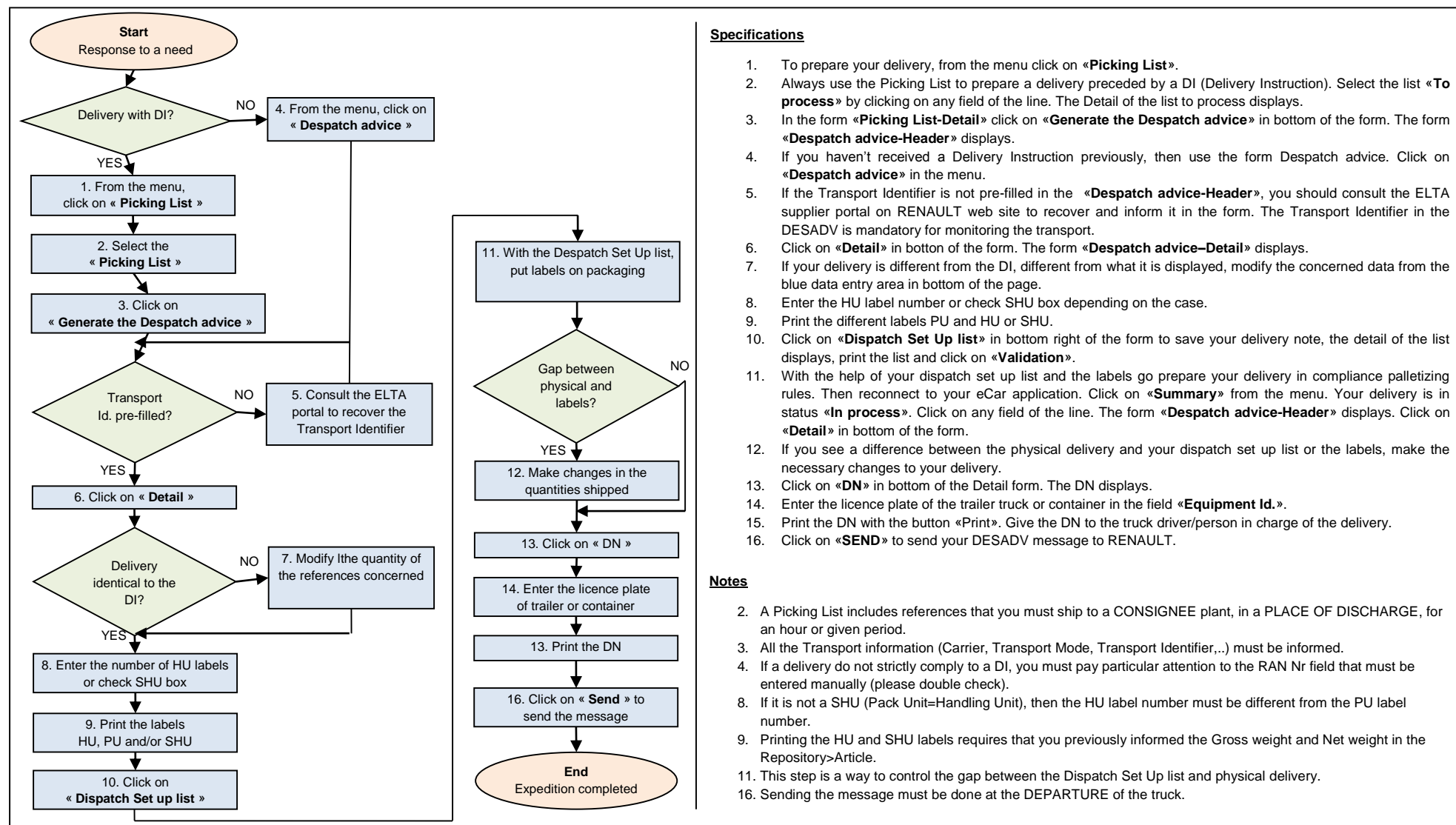
 **Send**

Picture 37. Feedback

Remark: the fields Login and Email address are automatically filled in using the information of your current connection to your account.

Caution: for any support request by email (support@tenorconseil.fr), without using the menu **Administration>Feedback** of your eCar application, please provide us with your **login** information and clear **associated information** (Picking List Nr, DN Nr, Invoice Nr...) and short description of the problem or question faced, to handle your request as soon as possible.

Appendix: Making an expedition with the Web EDI eCar®



Picture 38. Making an expedition with the Web EDI eCar®

Lexicon

Call off Delivery (DELJIT for « Delivery just in time » or CALDEL for « Call off delivery »): includes only firm requirements.

Despatch Advice (DESADV for « Despatch advice » or AVIEXP for « Avis d'Expédition »): describes the physical delivery of the goods, the detail of that the shipment contains. The EDI message must be strictly reliable with the load, the labels and the delivery note.

DN: Delivery Note, hard paper document (copy of the Despatch Advice) including the information regarding the goods. This DN could be sent back, annotated to the sender. It includes commercial and logistic's data needed for the reception of the goods at the consignee plant. This DN is the reflect of the load supported by the carrier. One DN per delivery must be made, consequently per place of discharge (no DN regrouping several deliveries).

Routing Code: free code containing specific information to each partner and necessary for the proper delivery of the goods. It is built and structured by the partner. **PSA** use it in its Call off delivery on maximum up to 12 lettering. It is presented by this form: « YYMMDD HHMM » or « CCYYMMDDHHMM ». It is a timestamp allowing the physical storage of pallets in line for a cross-dock through the identification of the time slot. With **Renault**, it is presented by 14 lettering that may include space, dot and slash: « ZZ 31/12 23.59 », 2 letters for the distribution zone and the timestamped period. For example « SE 22/05 14.00 ».

Order (ORDERS or ORDERR): Message sent by the buyer for a direct delivery to the final customer or its representative, identified by the place of delivery. This message contains firm requirement.

Seller Code (supplier code, also called COFOR by Renault and PSA): Identifier containing alphanumeric lettering allocated by the partner initiating the exchanges. With **Renault**, it corresponds to 8 lettering « 00999999 ». With **PSA**, it corresponds to 6 alphanumeric lettering: « 99999Z ». There may be a sub-code with 2 lettering « 99 ».

Cross-dock: reception storage area, between suppliers and supermarket (consignee).

Collection Date: « First » or « Last », date on which the goods must leave the warehouse (supplier plant).

Delivery Date: « First » ou « Last », date which the goods must be delivered to the customer (consignee plant).

DC: Deadline Consumption, is mandatory notification on most of the fresh products.

DFOU: Deadline For Optimal Use, used for non-perishable foods but whose taste and appearance is likely to be altered by the time.

EAN: European Article Number, it is the European codification system of products that is used in bar codes.

EDI: Electronic Data Interchange or **Échange de Données Informatisées**, is a device allowing two companies to exchange electronic messages corresponding to business transactions for implementing in their information system.

ELTA: Espace Logistique Transport Approvisionnement, portal on internet **Renault** website allows you (not allowing) to manage, in one tool, various functions regarding the transport. It is used by Renault.

Batch number: allows you to identify the manufacture sequence.

Delivery Forecast: (DELFOR for « Delivery forecast » or DELINS for « Delivery instruction ») contains the requirements of your customer. Those may be previsionnal and firm if you do not receive the DELJIT message. Otherwise, those requirements are only previsionnal.

Delivery Label: standard format label defined by the standards organization GALIA (for automotive industry in France), ODETTE (for automotive industry in Europe), GS1 for the EAN...). This label may be stucked to logistics unit and shall include codified information in barcode.

DU: Despatch Unit, unit made of various composition, dedicated to the transport and/or the storage, that may be managed along the delivery chain. In automotive industry flow, the DU corresponds to the HU.

Engineering change number: Changing of the characteristics of one piece, of a set, of an organ, or a vehicle or its conception (size of the manufacturing diameter, for example). This Engineering change number is not always used by the OEM.

GTIN: Global Trade Item Number, code in 14 lettering, right justified and supplemented with zeros in case so, allowing the identification of an article. This number consider various structures of EAN numbering that is used to identify in unique way a product in the world. EAN product's identification numbers allows a unique GTIN identification code to be researched and found.

HU: Handling Unit, pallet load delivered by the supplier to the carrier and delivered to the customer.

Invoice (INVOIC for « Invoice »): Valuing of the ASN (despatch advice). Any invoice that follows to an electronic sending must contain the words « SEND ELECTRONICALLY ».

LU: Logistic Unit, conditioning unit consisting of articles intended for sale to the customer in retail store. Some LU (boxes, pallets, box-pallets, trays, etc.) are called « standard » when regrouping a fix number of articles. In automotive industry flow, the LU corresponds to the PU.

Non-manufacturing product: Invoice of **Non-Manufacturing Product**, is used in some particular context.

OEM : entity (individual or corporate) who orders to subcontractors performing work according to specifications document.

Order Nr: reference allowing you to do shipments of goods through a contractual number. This number is informed by the customer according to the open order (contract).

Picking List: Calculated by eCar® from the informations contained in firm requirements received from your partner. A Picking List includes the delivery to make for a same consignee plant, in a place of discharge, at a given time or time slot.

Place of destination: also called « point of consumption », final destination place of the articles at the consignee site, after unloading of the goods (when the goods are in the store, the supermarket, or for assembly, for example).

Place of discharge: also called « gare routière » or « station », exact physical place at the consignee plant where the goods must be unloaded from the truck.

PU: Packing Unit, corresponds to the smaller physical unit to handle, may be a single unit package (cardboard waisted pack) or a standard reusable box (contener, metal or plastic folding packaging).

RAN: Release Authorization Number, delivery identification regarding firm need of **Renault** plants. It identifies specifically a firm requirement for an article, a quantity at a given date/time. Already also used by Nissan. This identifier creates a new rupture element (on the DN for example). If there is no RAN, the delivery cannot be satisfied. It is on 8 lettering and may be on the form « LR999999 » if need is zero on at least one of the time slot associated to this identifier transport, or the RAN may be « ZZZZZZ » if the need is zero for all the time slots of the identifier transport.

Release Type: « From », « To », or « Emergency », given data by the firm requirements. It is viewed in the Picking List. On « Emergency », the delivery is to be shipped imperative for the date/time indicated.

Requirement Id. Nr (also called « Identification need number », « card number or carte number », « Carte Kanban » or « RAN » with Renault): identification number allocated by the partner for the tracking, from 8 to 9 lettering. **PSA** use this form: « Z99999999 » (1 letter and 8 digit). **Renault** also use it on 8 alphanumeric lettering: « LR0E4VQI », for example.

SHU: Simplified Handling Unit, packaging ensuring both the function of PU as containing the parts and the function of HU by the properties of handle to the forklift.

SSCC: Serial Shipping Container Code, is 18 digit number of package allowing to identify as unique all logistic unit, whatever being standard or not, homogeneous or heterogeneous. This code appearing on all logistic unit allows to track individual LU (pallet) in shipping operation, distributing or reception.

Transport Identifier: identifier number given by **Renault** for the delivery of the goods. All scheduled transport, whatever the logistic scheme and unscheduled transport organized by Renault are identified by a Transport Id: it corresponds to « Z999999999 » on 10 lettering. This identification is contained in firm delivery instructions (direct flow). If missing, please consult the ELTA portal of Renault website. For indirect flow (passing by the platform), it must be built manually (refers to Renault logistic manual).

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